WS|Publishing

User Manual

By 1WorldSync GmbH ©

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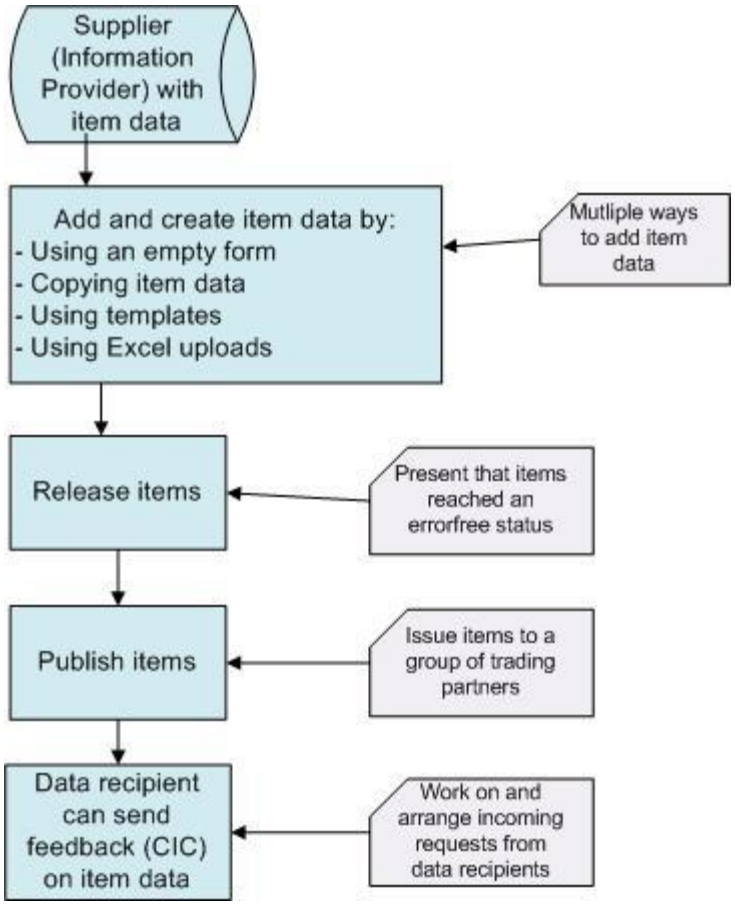
Introduction

This document aims to help you to familiarize yourself with and its functions.
 is a convenient tool for capturing item master data in a user-friendly environment. Trade item master data plays a central role in the entire supply chain between the manufacturer and retailer. With regard to efficient and smooth business processes, it is crucial for data to meet high quality standards and to always be up to date.
All functionalities and the basics of working with the application are explained in the respective sections of this document. As a supplier, the application allows you to easily create and maintain your complete product master data descriptions and publish them in a GDSN-compliant data pool.
The chapter GDSN gives a brief overview of the GDSN standards and choreography. You can use the application without any specific GDSN knowledge but it is highly recommended to familiarize yourself with the basics of the GDSN.

Maintain and synchronize Trade Items

The application enables users to maintain item data through the entire workflow of a trade item

- Trade item data records can be added to the system either manually or via data import (Excel interface)
- Items saved in the system can be edited. Every time an item is saved an automatic validation check ensures the validity of the item data.
- Items that have been correctly validated can be released.
- A released item is the precondition for publishing the item. A publication distributes the data to a selected group of data recipients who can then view the item data provided they have subscribed to the respective item data.
- Having received the item data, data recipients return a feedback sending confirmations with different status like *Accepted*, *Synchronized* or *Review*. A response with status Review tells the supplier that the data needs further adaption. The retailer can also specify when the data is incomplete.
- These responses for the supplier, i.e. all trade items with a ‘To Do’ status, e.g. a received confirmation with status Review, or perhaps a GDSN Exception, can specifically be accessed and managed in the task list module of Webforms 2.0


Supplier (Information Provider) with item data
Add and create item data by:
- Using an empty form
- Copying item data
- Using templates
- Using Excel uploads
Mutliple ways to add item data
Release items
Present that items reached an errorfree status
Publish items
Issue items to a group of trading partners
Data recipient can send feedback (CIC) on item data
Work on and arrange incoming requests from data recipients

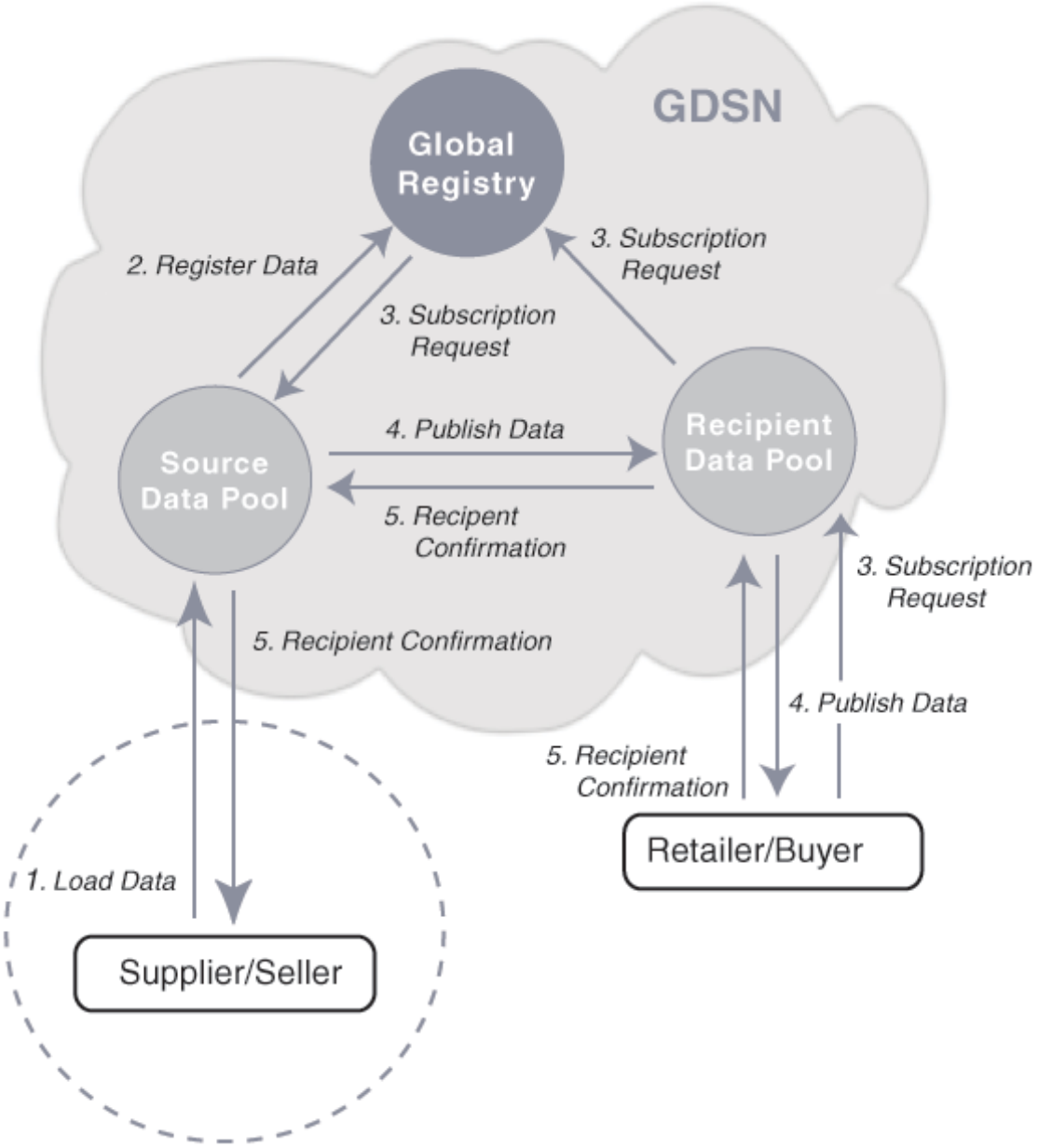
GDSN

GDSN (G*lobal Data Synchronization Network*) is a standardized network of databases, referred to as data pools, for trade item master data. GDSN is managed by GS1 and GDSN Inc.
GDSN allows trading partners to centralize, professionalize and, therefore optimize data exchange.
When using the GDSN, master data updates are performed in only one location (GDSN source data pool) and are automatically published to all customers around the world who have subscribed to this data. Manufacturers and customers who collaborate via GDSN can be sure they are viewing the same data.
Please note that this chapter gives only a very brief introduction to a complex subject. For more detailed information on the GDSN standards and processes, please refer to the Knowledge Center on the GS1.org website
http://www.gs1.org/gsmp/kc

GDSN choreography

A **Supplier** creates a trade item ("item") with the required master data ("item data") and sends it to his GDSN **Source Data Pool** (by publishing it to either an entire target market or to particular receivers). The item is registered within the **Global Registry** from the Source Data Pool and published to receivers (retailers) who have subscribed to this data.
A **Retailer** subscribes the item data he wants to receive via his GDSN **Recipient Data Pool**. He can specify data by target market, GPC, information provider and/or GTIN.
Via the **Global Registry** this subscription is sent to the **Source Data Pool** that hosts this data.
The **Source Data Pool** then delivers the subscribed data to the **Recipient Data Pool** by CIN (Catalog Item Notification) messages.

The **Retailer** receives item data from there, and can now check and synchronize it or ask for a revision by the supplier. Via the **Recipient Data Pool** he sends a CIC (Catalog Item Confirmation) message to the **Source Data Pool** that is received by the Supplier, who then ensures the necessary steps are taken to correct and/or update the data.
GS1net Webforms as a GDSN **Source Data Pool** covers all functions within the dashed circle in the figure below.



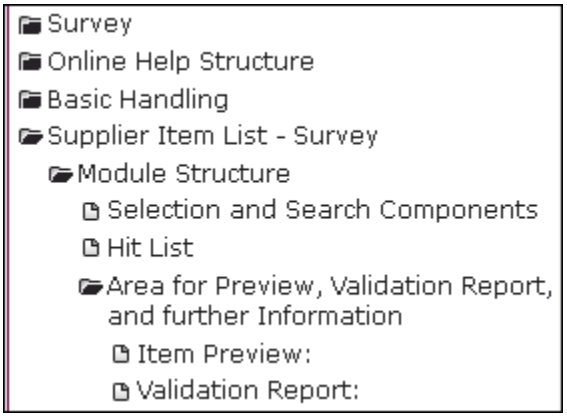
Online Help Structure

The help documentation describes structure and functionality of the application.

The Online Help can be accessed by clicking on the question mark icon on the right-hand side of the menu bar:

Help Button

Use the Index and Search areas to perform an exact search for individual chapters or subjects.
The Glossary is useful for looking up definitions and explanations of many hyperlinked words in the text.
The table of contents of the online help is reflected in the structure on the left. Topics can be accessed directly from this structure by clicking on the icon in front of the topic:



After an introduction to the overall and basic handling of the user interface, the following functions are described:
How to:

- search and find existing items using the search functions and search criteria.
- create, maintain, edit and validate items.
- import (upload) and export items via Excel interface.
- prepare and maintain templates as a base for the creation of new items.
- release and publishing item data.

Please note that the application is customized to meet individual customer requirements. This can result in a slightly different appearance of the UI , e.g. colors, logos, tab names. The screenshots in this document may not always reflect the UI 100%. The functionalities remain untouched.

Systems requirements

Operating system	**No restrictions**
Broad band internet connection	At least 1 MBit DSL
Browser	Internet Explorer 8 and 9 Firefox Google Chrome
Javascript enabled	Required
Accept cookies	Required
Accept CSS	Required

Accept popups	Required
Allow images	Required
Screen resolution	Min 1024*768

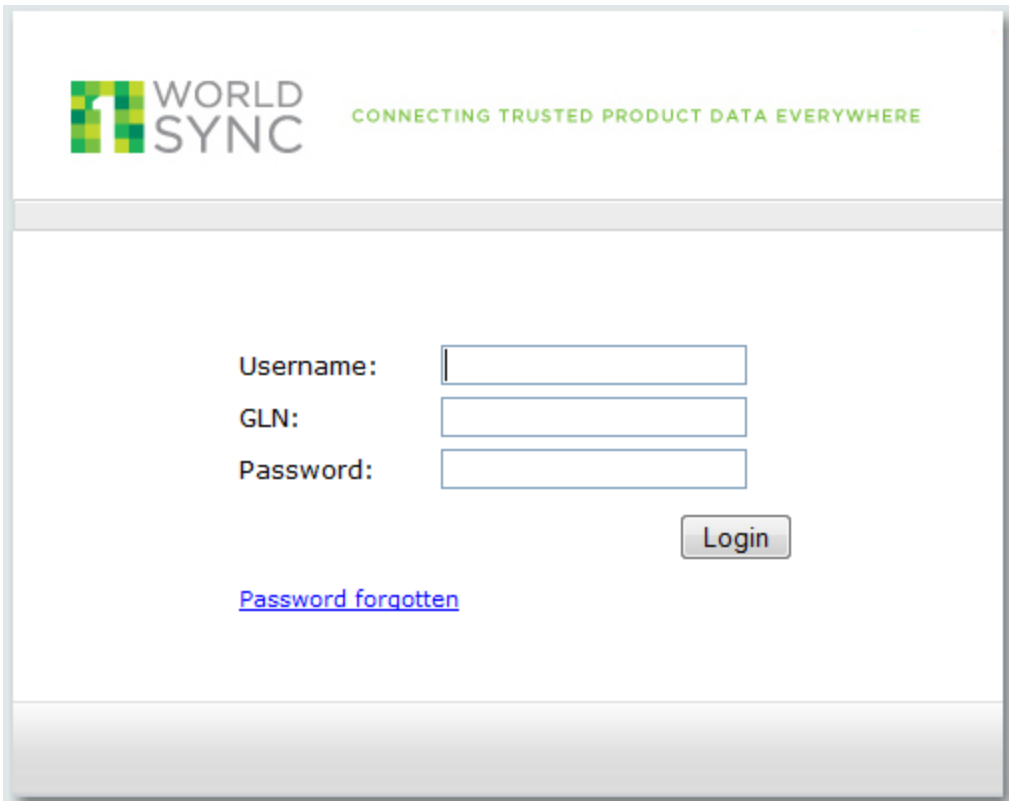
We recommend using Mozilla Firefox ESR version 17 as a browser for all online applications and Microsoft Internet Explorer 7, 8 or 9. For IE 9 the Google Chrome plugin is required.
Mozilla Firefox is available for download from the following website:
http://www.mozilla.org/en-US/firefox/organizations/all.html

Basic Handling - User Interface

This chapter explains the basic handling of the user interface.
This refers to the login procedure, to the dashboard homepage with its menu and module structure, and to the screen structure of the item modules.
Also some general control elements and widgets of the user interface, and standard functions like language and time zone setting, how to change the password, and the logout function are described here in detail.

Login- Logout

You access the application via your Web browser. A login window appears first, where you must enter your login data set up in the system:



- *Username*: Enter your user name.
- *GLN*: Enter your global location number (GLN).
- *Password:* Enter your password.

The password is covered by asterisk characters and can be changed anytime.
Click *Login* to start the process..

Logout
To exit the application, choose *Logout* from the menu bar.

Logout function

Reset password

If you cannot remember your login data, the password can be reset.
Click the link Password forgotten in the login screen. You will then be taken to a new screen where you can enter your email address, user name and GLN.

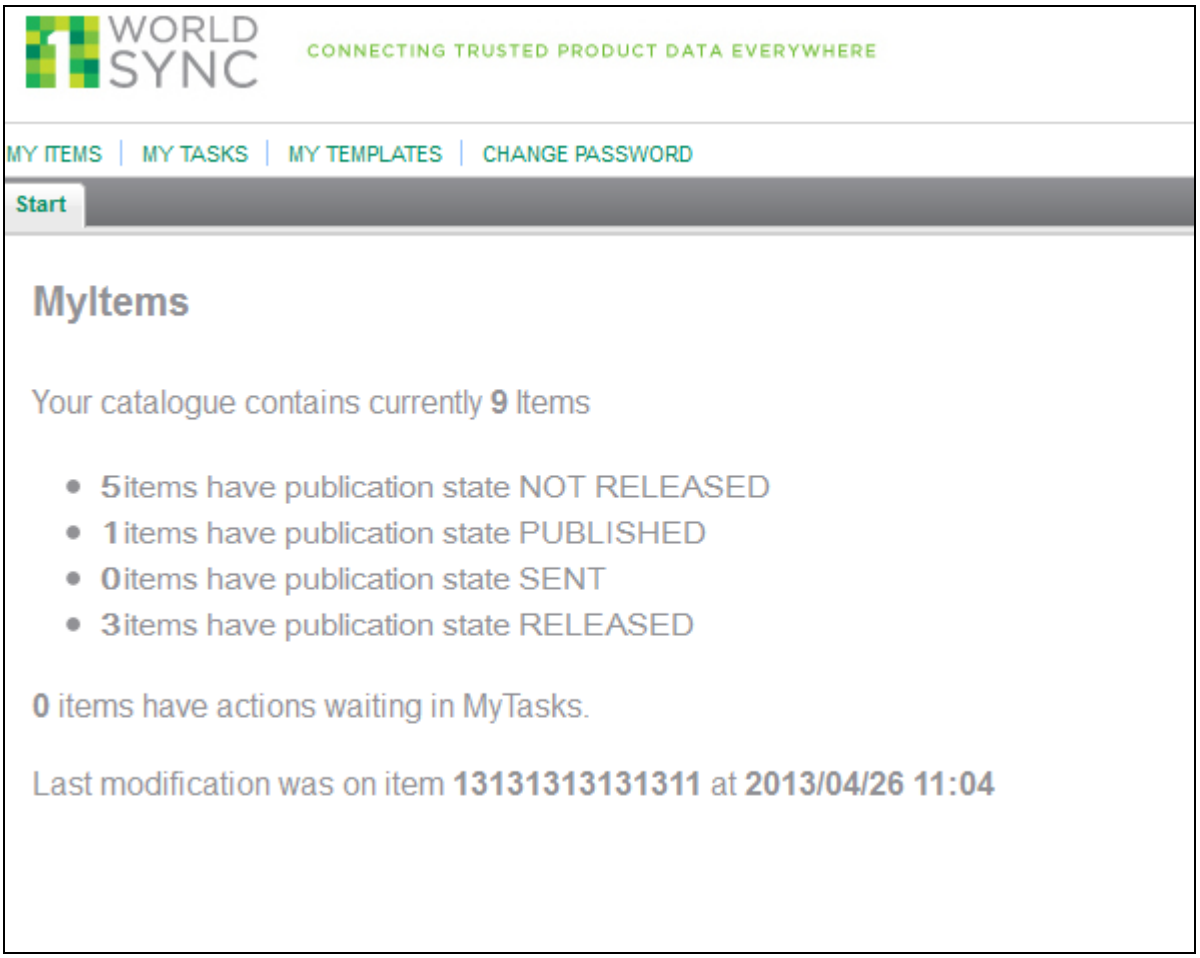
Fill in the details and click reset password. The new password will be sent to the email address entered.

Please note that the password must be changed when logging in for the first time.

Dash board

Start Tab

After a successful login the s*tart* tab with the dash board opens as your point of entry to the system. See screenshot below

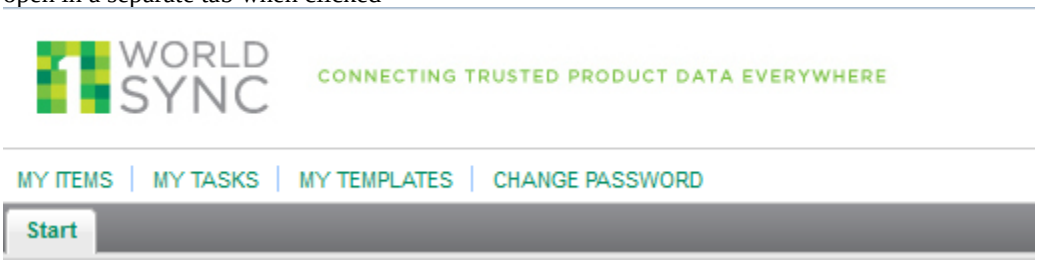

WORLD SYNC
CONNECTING TRUSTED PRODUCT DATA EVERYWHERE
MY ITEMS | MY TASKS | MY TEMPLATES | CHANGE PASSWORD
Start
MyItems
Your catalogue contains currently 9 Items
5 items have publication state NOT RELEASED
1 items have publication state PUBLISHED
0 items have publication state SENT
3 items have publication state RELEASED
0 items have actions waiting in MyTasks.
Last modification was on item 13131313131311 at 2013/04/26 11:04

Dashboard – Item Summary on start page

The information displayed here provides you with a summary of the current status of your items. This tab is always open.

Menu Structure

From the menu bar you have access to all functions assigned to you by the administrator. The respective menu items will open in a separate tab when clicked



Dashboard menu bar

The standard functions, i.e. language or time zone setting, password change and the logout function can be accessed from here as well.

The following functions are available to you for maintaining item data in the application

MyItems : This is the main module of GS1net Webforms where new items are created or uploaded, and existing items are searched for and maintained (e.g. edited, deleted, validated, released, published, or downloaded etc.). The item list per default presents all items no matter which status they have.

MyTasks This list is restricted to published items for which a response with a 'To Do' status has been returned, e.g. a GDSN exception or a recipient confirmation (CIC = Catalogue Item Conformation) with status Review. This usually means a recipient retailer demands corrections or improvements to the received item data.

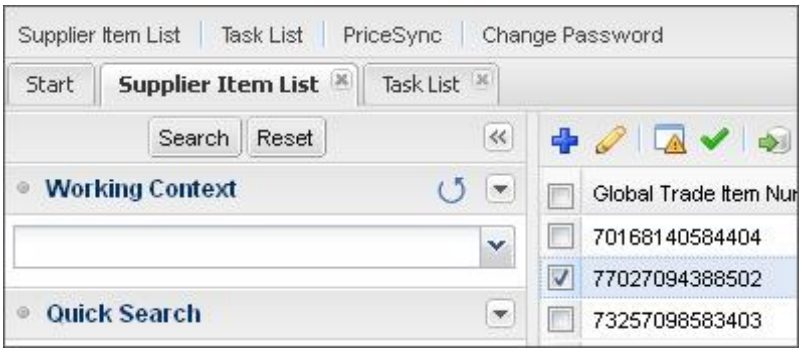
My Templates: This is the area where new item templates can be created and existing templates can be searched for and maintained. Templates contain item data that are common for many items. They are saved under a template name and the content defined as common in the template is then automatically populated when creating an item from a template. The templates listed can also include templates assigned to the supplier by the Community Admin.

Change password: This is the place to change your log in password.

The right-hand section of the menu bar offers the standard functions. They include the language selection function, which you can use to change the user interface language, and the Logout. The Info menu provides access to a number of help topics as well as information on the product version. It explains elements and functions and describes typical work processes of the application.

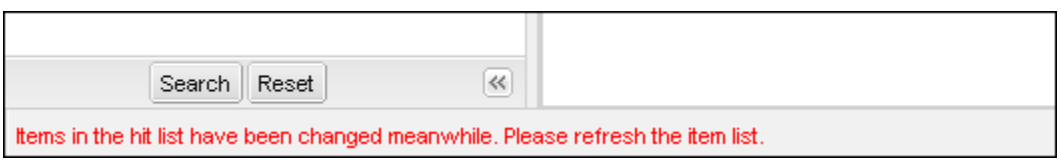
Screen Structure of Module Area

Every function is opened in a separate tab. You can have several tabs open at the same time and switch between them. Several items or templates can be opened at the same as well - each one displayed in its own tab. It is possible to switch between these items and templates.



Tabs in the module area

Status line
At the bottom of the screen there is a status line that provides information on recent actions, for example a confirmation message after changes to an item are successfully saved.



Status Line

Display of functions

All available options are always visible as buttons on the function bar. Whether an option is active or not depends on the context (selection of items, status of items). Options that are not active are grayed out. See further information in section 'Hit List Function Bar'.

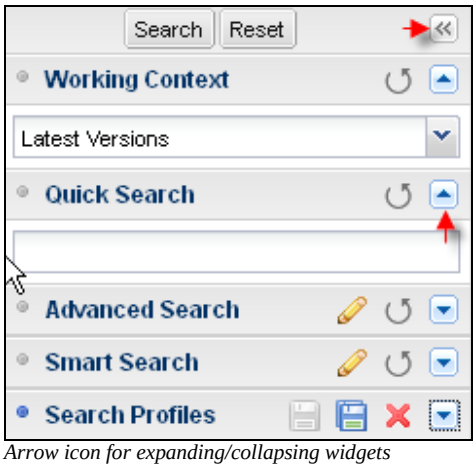
Function bar above the Hit List

General Control Elements and Widgets

You can change the size of the various areas of this screen. To do so, move the mouse pointer to the dividing line between the areas whose size you want to change. When the mouse pointer changes, click and hold the left mouse button down. Then pull the dividing line in the required direction

Dividing line with mouse pointer icon

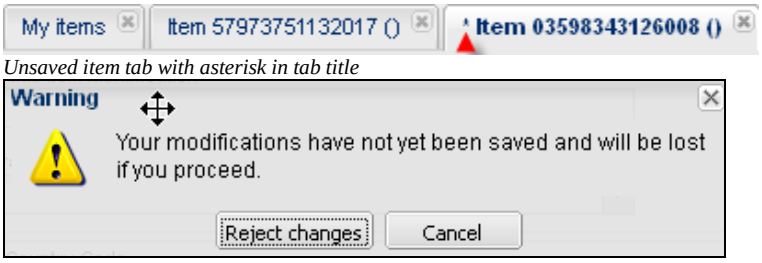
Widgets
A widget is an individual GUI element. The search section to the left of the item hit lists contains five widgets (see below), that can be expanded and collapsed again by clicking the arrow icon in the title bar. See screenshot below.
If not needed, you can hide the entire search with all widgets at once by clicking the double arrow icon in the function bar. If you click this icon again, the area reopens.



Arrow icon for expanding/collapsing widgets

Edit an Item without saving

An item that has **not** been saved after a modification is marked with an asterisk in front of the tab title. Trying to close this item tab leads to a security message. The rejection of the changes has to be confirmed.



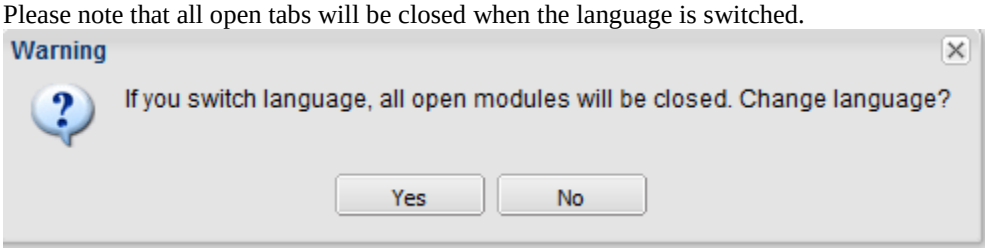
Unsaved item tab with asterisk in tab title

Set UI Language

If your system supports more than one language, you can change the UI language here. Select the language you wish to switch to from the drop down menu.

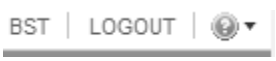
Drop down for changing the language (example – available languages differ depending on customer requirements)

Please note that all open tabs will be closed when the language is switched.

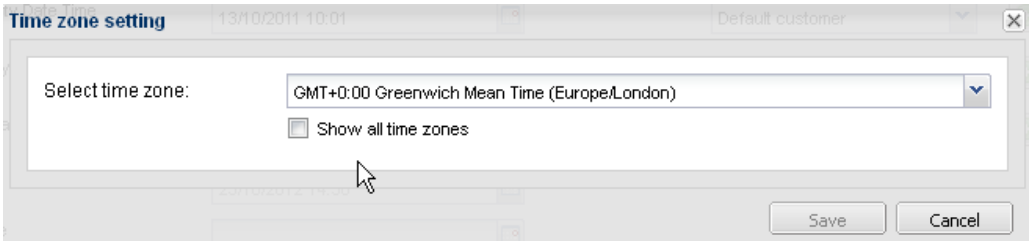


Set Time Zone

To change the time zone setting, select the control from the menu bar.



Then open the drop down list in the dialog shown below, select your time zone by clicking, and *Save* or *Cancel*.



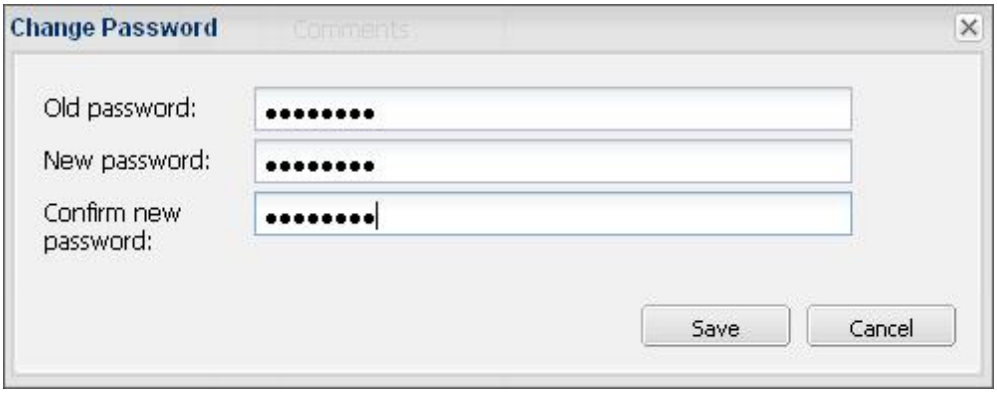
Flagging *Show all time zones* will extend the listing to all available time zones.
Once the time zone is changed all date and time information in the user interface will automatically be adjusted.

Change Password

To change your password, simply access the *Change Password* menu.

Change Password option

- The *Change Password* dialog opens as a separate dialog box on the dashboard.



Change Password dialog

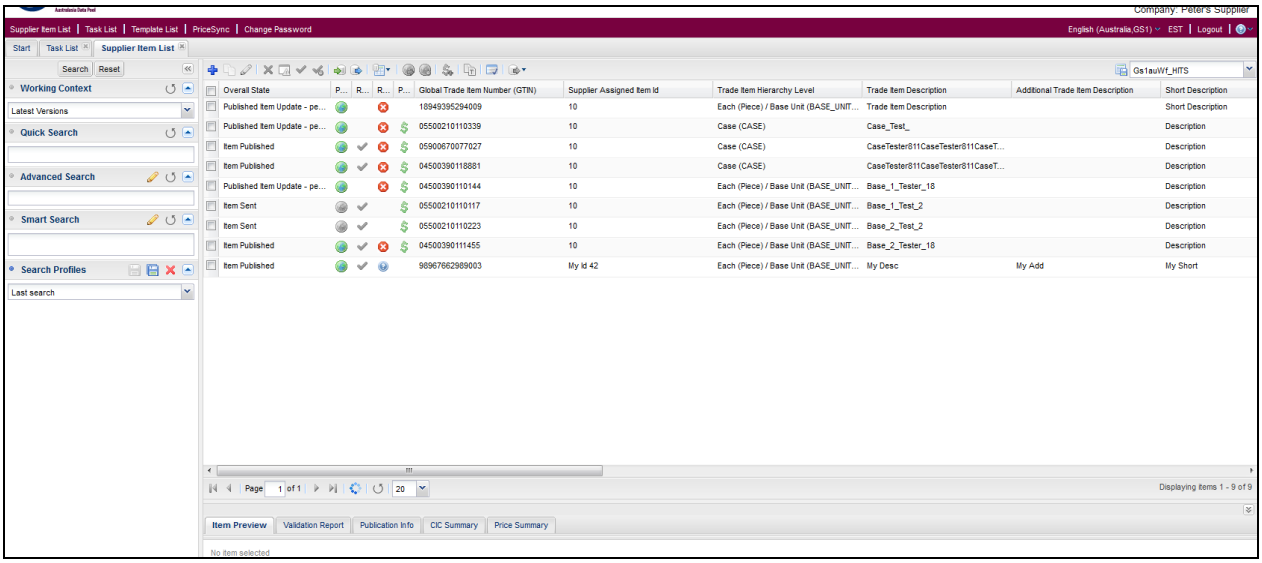
In the respective fields enter your current password, then enter and confirm the new password.
Click *Save* to save the new password. It will be valid from the next log in.
Clicking *Cancel* closes the dialog without changing the password.

The new password must meet the following requirements:

- It must have at least five characters.
- It can contain any alphanumeric characters. Passwords are case sensitive. You can use letters A to Z/a to z and the numbers 0 to 9.
- The following non-alphanumeric characters are allowed:
  ~!@#$%^&*_-+=`|\(){}[]:;'"<>,.?/
- The new password must be different to the previous password.

MyItems

The hit list is main part of the application. Most of the functions necessary to maintain trade item data can be accessed directly from this menu. Please see screenshot below for a general overview of the item list. The search is located on the left of the screen area, the actual item list is the middle. The area at the bottom of the screen provides an item preview as well as information on possible validation errors and a CIC summary.



Hit list

When you access the application for the first time, all items are displayed. The latest versions of the items will be shown sorted by the '*Last User Change'* option by default. In order to reduce the number of displayed hits, you can carry out a search or use other selection options. Proceed as described in the section 'Search and find Items' to do this.

Customize the Hit List

The layout of the hit list can be modified according to the user's preferences in a number of ways.

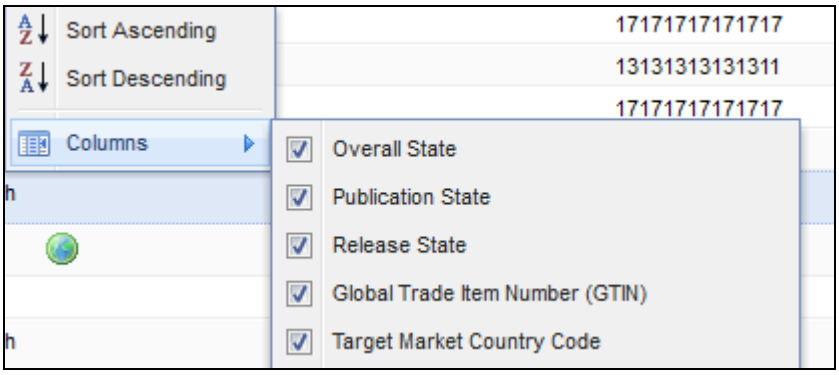
Sorting the Results

By default, the results are sorted by processing date which means the items that were changed last are always displayed at the top.

You can sort the hit list in ascending or descending order by column. To do so, click the arrow icon in the header of the column you want to use for sorting. A drop down menu opens, providing the options *Sort Ascending* and *Sort Descending*. Alternatively, you can simply click the column header.

Showing and hiding Columns

The columns displayed in the hit list can be shown or hidden. Click the arrow icon in one of the column headers. A dropdown menu appears, providing the submenu *Columns*. You can now define which of the columns you want to display by activating or deactivating the checkboxes next to the column names accordingly.

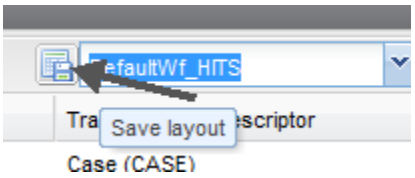


Column options

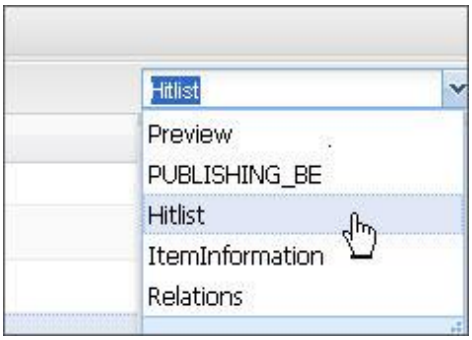
Arranging columns differently
You can change the position of the columns in the hit list. To do so, click the header of the column whose position you want to change, hold down the mouse button, and pull the column to the desired position in the table. Release the mouse button once the column is in the position you require. Please note that the order the columns are displayed in is also reflected in the columns submenu described above.

Save Layout

Once you have customized the list, you can save the layout by activating the Save layout button on the top right of the screen.



You will then be able to select the view that you want to be applied to the current hit list from the drop down menu.



Selection of item view

Structure of the hit list

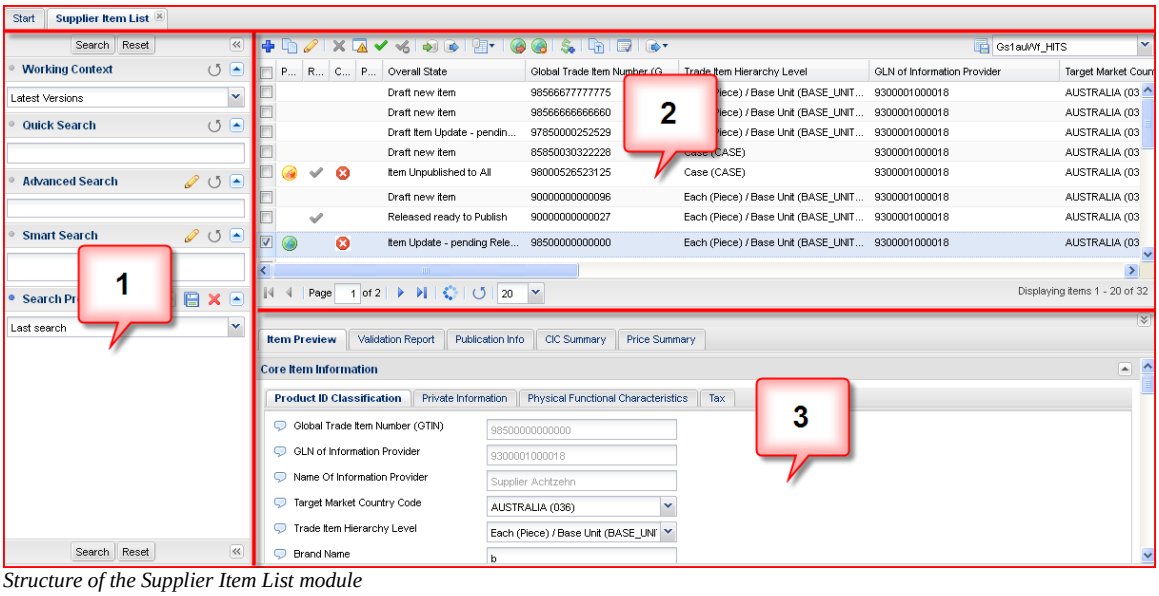
The item data belonging to the Supplier GLN is displayed by default providing you with a quick view of key and status information of the selected item. This information is displayed below the hit list at the bottom of the screen without having to open the item.

A number of functions such as editing or publishing items can be performed directly by selecting the icons from the function bar. Editing an item opens a separate tab. Multiple items can be opened at once.
This section describes how to work with the hit list. It deals with the structure of the module, its basic functions, and the control elements used in the various use cases.

Module Structure

The entry screen of the Supplier Item List consists of three areas:

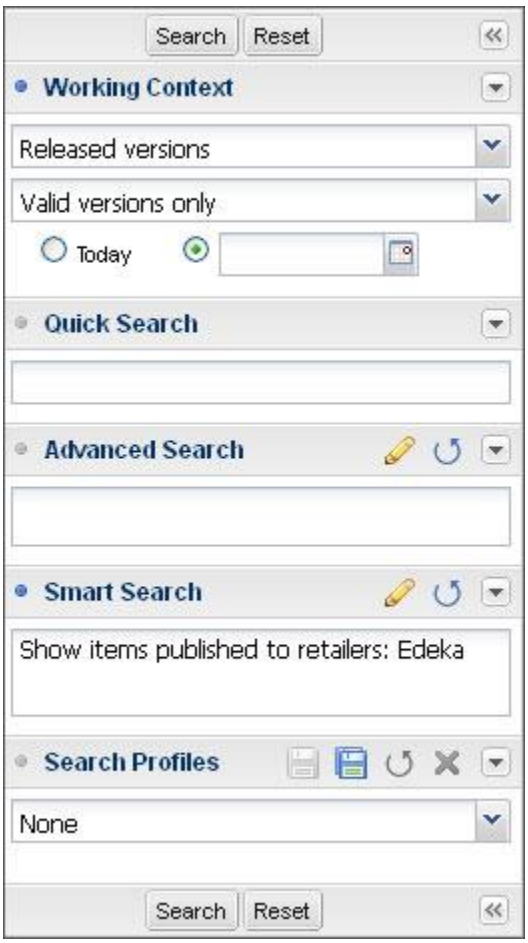
- Area showing the various selection and search components (area 1 in the figure)
- Hit list area, showing the items found and a function bar above the list of items (area 2 in the figure)
- Area for the item preview, validation report, and other information on actions carried out by the user (area 3 in the figure)



Structure of the Supplier Item List module

Selection and Search Components

The left-hand area of the module allows you to use search and filter criteria to affect the selection of items and thus restrict the number of items displayed in the hit list. The selected criteria take effect on the items displayed in the hit list and supplier item details as soon as you click *Search.*



Selection and search components area

This area gives you various different options for finding items:

- You can restrict the item search to items with a specific release status.
- You can use the Quick Search function.
- You can also carry out a structured search in attributes (*Advanced Search function)*
- You can restrict the item search using status filters in the *Smart Search* area.
- You can use an existing search profile.
- You can find an item starting from the task list.

Execute a search

Once you have defined all required restrictions and search criteria, click *Search* in the title bar or footer of the search and selection conditions area or press *Enter*.
The search is carried out with the selection conditions defined. This means that the results only show items that meet the defined criteria as well as the visibility conditions defined for the application and user.

A blue icon in the title bar indicates whether a search restriction has been defined in a widget. This allows you to see where you have defined search criteria. If no selection conditions have been defined in a widget, the icon is grayed out.

Widget with search restriction

You can reset the search restrictions made in each widget using the *Reset* option.

Reset option

Within a widget, you can use the *TAB* key to move from input field to input field or from option to option.
You can press *Enter* to start the search.

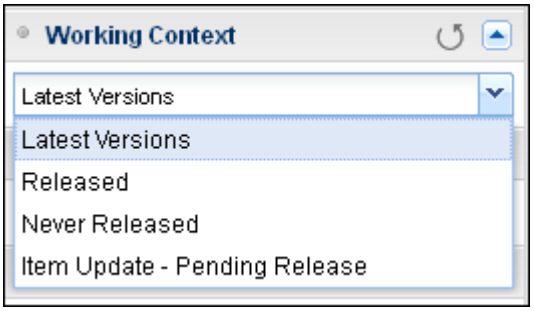
You can also **combine these widgets** to one complex search profile, i.e. you could enter search/filter criteria in two, three or all four widgets, in order to search for items that match all these filter criteria at once.

Save search profiles

The last search executed here before leaving the hit list will automatically be used next time you enter it.
Search profiles can also be permanently saved and reused any time later on. This is the purpose of the fifth widget ***Search Profiles*** at the bottom of the search area. (See respective sub section below.)

Find Items in a specific Working Context

In you can reduce the number of items that are displayed in the hit list via the release status of items.



Working Context area in the area for the search and selection components

The following possible selections are available in the Working Context widget:

- *Latest Versions*: All items belonging to the GLN of the user are displayed. The hit list shows items of the most recent revision regardless of whether this revision is released, published or a working version. The items edited most recently are displayed at the top.

  Note: The hit list will be sorted in this Working Context by default. It is recommended to carry out all updates and data maintenance from the 'Latest Versions' Context to ensure only up-to-date items will be displayed for the user.

- *Released*: Selecting this working context shows all items belonging to the user's GLN(s), where a released revision exists. The attribute values shown in the list are the released revision attribute values.

  Note: As far as this item with a 'pending Release' has been released, only the released version with its attribute values are available in this context.

- *Never Released*: All items that belong to the GLN of the user and that do not yet have a released revision are displayed. The hit list shows the attribute values of the working version (most recent version).

- *Item Update – Pending Release*: Selecting this working context shows all items belonging to the user's GLN(s), which do have a released version and a (latest) working revision. The attribute values shown in the list are the working (latest) revision attribute values.

Find Items with the Quick Search function

Within the hit list, you can search for items that you want to edit or copy. To do so, use the search function in the Quick Search widget.

Search and selection components area - Quick Search

- In the Quick Search input field, enter one or more search terms. Your search terms must consist of alphanumeric characters.

- You can restrict the number of items displayed in the hit list by using wildcards and logical operators. The following table gives you an overview of ways in which you can restrict the search. The entered search terms are shown in square brackets ([]) in the examples.

Search for a word	If you enter a single word as a search term, the system finds all items that contain this word as an attribute value. A search for [shelf] finds all items that contain "wall shelf", "pine wall shelf", and "red wall shelf", for example.
Search for more than one word	If you enter more than one word (separated by spaces) as search terms, the system finds all items that contain at least one of the words you entered. A search for [pine wall shelf] finds items with the attribute value "wall shelf", "pine", "red wall shelf", and "pine wall

	shelf", for example.
[*]	You can use the wildcard [*] when entering search terms. The asterisk represents any string of characters. The search term [b*k] finds "book", "back", "bark", and "buck", for example. You can use a placeholder at the beginning, in the middle and at the end of a search term. [b*k] and [book*] are allowed and [*ook] return results in the search query.
[+]	The search connector [+] connects search terms using an AND relationship, thus specifying that all entered terms must occur in an attribute value in order for the item in question to be included in the search results. You can use wildcards and search connectors together. The search queries [wall shelf +pine] and [wal* +pine] find all items with the attribute value [pine wall shelf]. Note that you cannot use a [+] sign at the start of a search term. The search ignores this type of search term. Search terms restricted using [+] must always relate to a preceding search term.
[-]	You can use the search connector [-] to exclude search terms. The system finds items that do not contain the term preceded by [-]. A search for [wall shelf -pine] finds items with the attribute value "wall shelf", "larch wall shelf", and "red wall shelf" but not "pine wall shelf", for example. Search terms restricted using [-] must always relate to a preceding search term. Again, you can combine wildcards and search connectors.
["..."]	If you place quotation marks around the search term you enter, the search only finds items that contain an attribute value with this exact phrase. For example, a search for ["heavy duty work gloves"] finds all items whose attributes contain the exact character string "heavy duty work gloves".

- If necessary, define further restrictions for the search.
- Then click *Search*.
- The search is carried out using the defined search criteria. This means that the results only show items that meet the search criteria and the visibility conditions defined for the user.

Find items with the Advanced Search function

In addition to the Quick Search function, allows you to carry out a structured search with advanced search criteria. When using the *Advanced Search* function, you can define which values certain attributes must have in order for items with those attributes to be included in the hit list. This allows you to form a set of search criteria. You can view the restrictions defined using the *Advanced Search* functions if necessary.
You can carry out an ad-hoc structured search or save the selected search criteria as a search profile and make this profile accessible to other users.

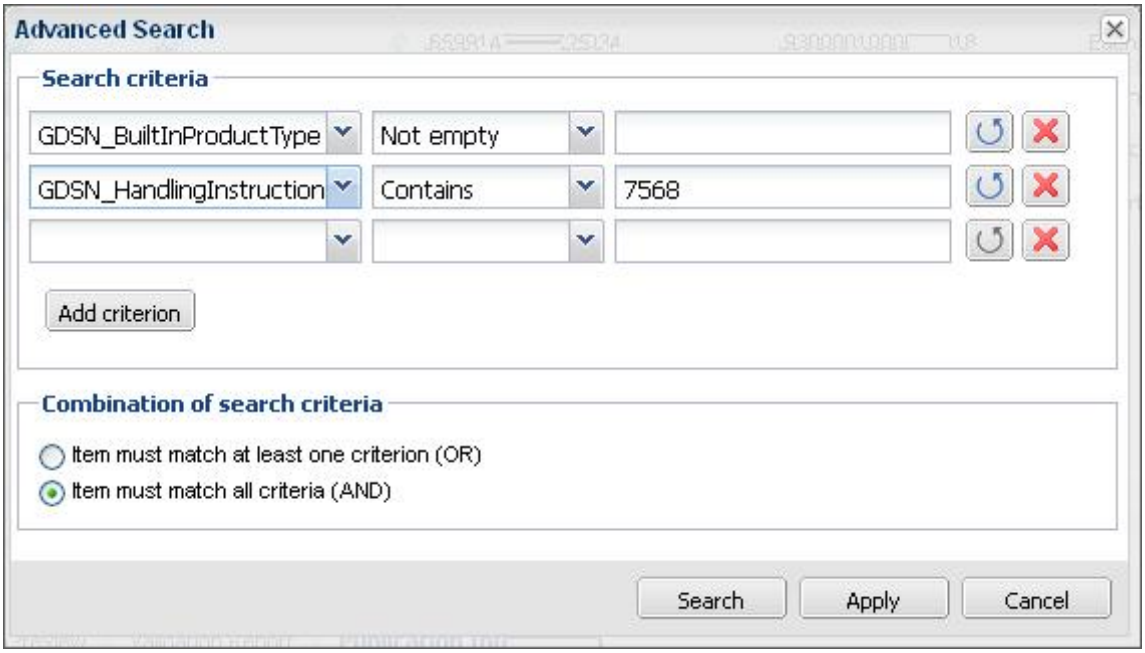
Define a search criteria for an advanced search

Proceed as follows to define the search criteria for an advanced search:

- In the *Advanced Search* widget, click the *Edit* icon.

Edit option in Advanced Search widget

- The form for defining search criteria opens.



Defining search criteria

Define the search criteria for the attributes. To do so, select the required attribute from the dropdown boxes and then, in the input field, enter the value.
You can restrict the list of attributes shown in the dropdown box by entering the name of the attribute or part of its name as a search term in the search field.
There are the following types of search criteria:

Search criterion	Description
Contains	The attribute contains the entered value.
Does Not Contain	The attribute can contain no value or any value other than the entered value.
Equals	The attribute value is exactly the entered value. Note that in the case of attributes of the type *Boolean*, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found.
Does not equal	The attribute can have no value or any value other than the entered value. Note that in the case of attributes of the type *Boolean*, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found.
Empty	The attribute has no value.
Not Empty	The attribute is not empty, i.e. it has a value.
From - To	The attribute value lies within the range defined by the two entered values. If the

	search criterion "From"-"To" is chosen, two input fields are shown where you can enter the values for the range. In the case of numerical attributes, the comparison is carried out on a numerical basis; in all other cases, the comparison is alphanumeric. • Example for an attribute of the type *Identifier*: A search for "From" = "a" and "To" = "h" (or "A"-"H") finds all values between those that start with "a" and those that start with "h". • Example for an attribute of the type *GTIN*: The search finds all values that are greater than or equal to the entered "From" value and smaller than or equal to the entered "To" value: The search criterion "From" = "10000000" and "To" = "20000000" would find all GTINs from 10000000 to 29999999; the search criterion "From" = "401234500000" and "To" ="4012345999999" would find all GTINs with the stem "4012345", e.g. "4012345000009".
Begins With	The attribute value begins with the entered value.
Does Not Begin With	The attribute has no value or the attribute value does not begin with the entered value.
Ends With	The attribute value ends with the entered value.
Does Not End With	The attribute has no value or the attribute value does not end with the entered value.

You can define multiple search criteria for an attribute: To do so, choose the required attribute (e.g. "Product Variant Description") in multiple dropdown boxes and give each one a value ("red", "green", and "blue"). The hit list then displays all items that have one of these values ("red", "green", or "blue") for the attribute in question. Make sure that the option *Item must match at least one criterion (OR)* is selected.

Make sure that you enter the attribute values in the correct format. This depends on the attribute type of the selected attribute:

Attribute Type	**Search Criteria**	**Format**
Number	Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, From-To, Begins With, Does Not Begin With	Digits with a maximum of one decimal point
Date	Equals, Does Not Equal, Empty, Not Empty, From-To	YYYY-MM-DD
Date-Time	Equals, Does Not Equal, Empty, Not Empty, From-To	YYYY-MM-DD hhmm
GTIN	Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, From-To, Begins With, Does Not Begin With, Ends With, Does Not End With	Digits
Text	Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, Begins With, Does Not Begin With, Ends With, Does Not End With	Alphanumeric characters
Enumeration Type	Equals, Does Not Equal, Empty, Not Empty	System name

Add further search criteria and remove search criteria

The number of search criteria in the *Advanced Search* area can be defined freely:

- You can use the *Add criterion* option to add further search criteria. Each time you click this option, a new line with selection and input fields is generated; you can use each new line to define search criteria for the attributes.
- You can use the *Remove* option - provided for each line - to remove existing search criteria.

Combine search criteria

Define how you want the specified search criteria for the attributes to be evaluated. You can combine the search criteria with AND or OR. The selection applies to all criteria defined in the *Advanced Search* area.

Activate one of the following radio buttons:
- *Item must match at least one criterion (OR)*
- *Item must match all criteria (AND)*

Exit the advanced search

You now have the following options for completing the operation.

- Click *Search* if you want to use the search criteria to restrict the hit list straight away and immediately obtain a search result.
- Click *Apply* to return to the hit list without executing an immediate search and have the ability to add more search criteria using the Quick or Smart search.
  The search criteria you defined are now displayed in the *Advanced Search* widget on the left side (read-only mode).
- Click *Cancel* to abort the advanced search and immediately get back to the hit list.

Delete all search criteria for the advanced search

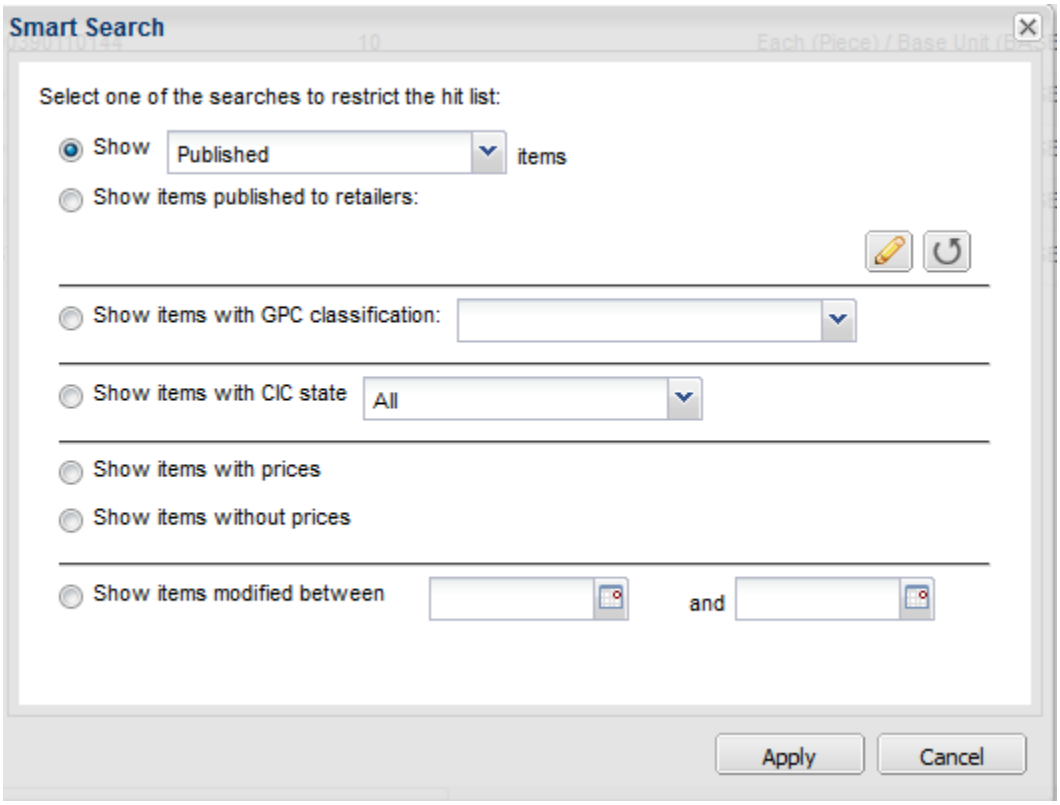
To delete an advanced search along with all defined search criteria, proceed as follows:
- In the *Advanced Search* widget, click the *Reset* icon.
  The search criteria are deleted and the field with the search criteria is now empty.

Find Items with the Smart Search function

You can restrict the hit list by means of a predefined search (*Smart Search* function).
To define the search criteria for a smart search, proceed as follows.
- In the *Smart Search* widget, click the *Edit* icon.

Edit option in Smart Search widget

- The form for defining search criteria opens.



Smart Search

There are the following types of search criteria:

- You can display all items with a specific publication status (*Published, Sent, Not Sent*) by selecting the required entry in the dropdown box.
- You can display all published items for one or more retailers by activating the radio button next to the option and then click the *Edit* icon. A search dialog opens where you can search for the required retailers and select them. You can use the *Reset* option to clear your selection.
- You can display all items with a specific GPC (*global product classification)*
- You can display all items with a specific CIC status (*Accepted, Synchronized, Review, Rejected*).
- You can display all items with a price.
- You can display all items without a price.
- You can display all items that were edited within a certain time period. Type in the dates or use the calendar function to select the start and end dates of the period. If you do not enter an end date, all items changed since the entered start date are displayed.

You now have the following options for completing the operation.

- Use the *Apply* option to use the defined search criteria to restrict the hit list.
- Click *Cancel* to return to the hit list without saving the changes.

The defined search restrictions are now displayed in the *Smart Search* widget (read-only mode).

Results of search restrictions for a smart search

To delete a smart search along with the defined search criteria, proceed as follows:

- In the *Smart Search* widget, click the *Reset* icon.
  The search criteria are deleted and the field with the search criteria is now empty.

Find Items with Search Profiles

You can use search profiles to save defined search settings in order to use them for future searches.

Search Profiles widget

Create a search profile

To create a new search profile, proceed as follows:

- Define the required search settings in the selection and search components area.
- Click *Save* in the *Search Profiles* widget.
- In the dialog box that now opens, enter a name for the new search profile.
- Complete the operation by clicking *Save*. Click *Cancel* if you want to return to the hit list without creating a new search profile.

Change a search profile

To change an existing search profile, proceed as follows:

- From the dropdown list, select the required search profile.
- Change the search settings or create new search settings for the selected search profile.
- Then either click the *Save* or the *Save as* option within the function bar of the *Search Profiles* widget. This option is only active once you have changed the search settings for the search profile.
- The changes are saved in the search profile you selected previously.

Delete a search profile

To delete a search profile, proceed as follows:

- From the dropdown list, select the required search profile.

- Click the *Remove* option.
- Confirm the safety prompt that now appears. Click *Cancel* if you want to return to the hit list without deleting the search profile.
- The search profile is deleted from the list.

Apply an existing Search Profile

To apply an existing search profile, proceed as follows:
- Select the required search profile from the dropdown box of existing search profiles.
- The search settings for this search profile are now loaded.
- Then execute the search by clicking the *Search* option in the title bar or footer of the search and selection components area.

Overall State, Release State and Publication State

The *Overall State* gives information about the current status of the items. The table should give an overview about the status as well as the matching icons displayed in the Release and Publication state.

Publication state	Release State	Overall State – Definition
		Draft new Item A newly created item which has been saved and perhaps edited several times Not released yet.
		Item update – pending release New item which was already released, but not yet published. Has been edited again afterwards, and the latest version is not yet released.
		Released ready to publish Newly created item – possibly edited several times– latest version is already released and now ready to be published.
		Sent item update – pending release Item which itself was already released and published, but has been edited again. The latest version is not yet released. As soon as this is done, the item is automatically sent to the source pool again.
		Item published Item which was already released and published. No changes took place on this item meanwhile. After publishing the item cannot be unreleased anymore.
		Sent item update –pending release Item which was already released and sent as part of a published hierarchy, but afterwards has been edited again. The latest version is not yet released. As soon as this version is released, it is automatically sent to the pool again.
		Item sent Item which was already released, and sent as part of a published hierarchy. No changes took place on this item meanwhile.

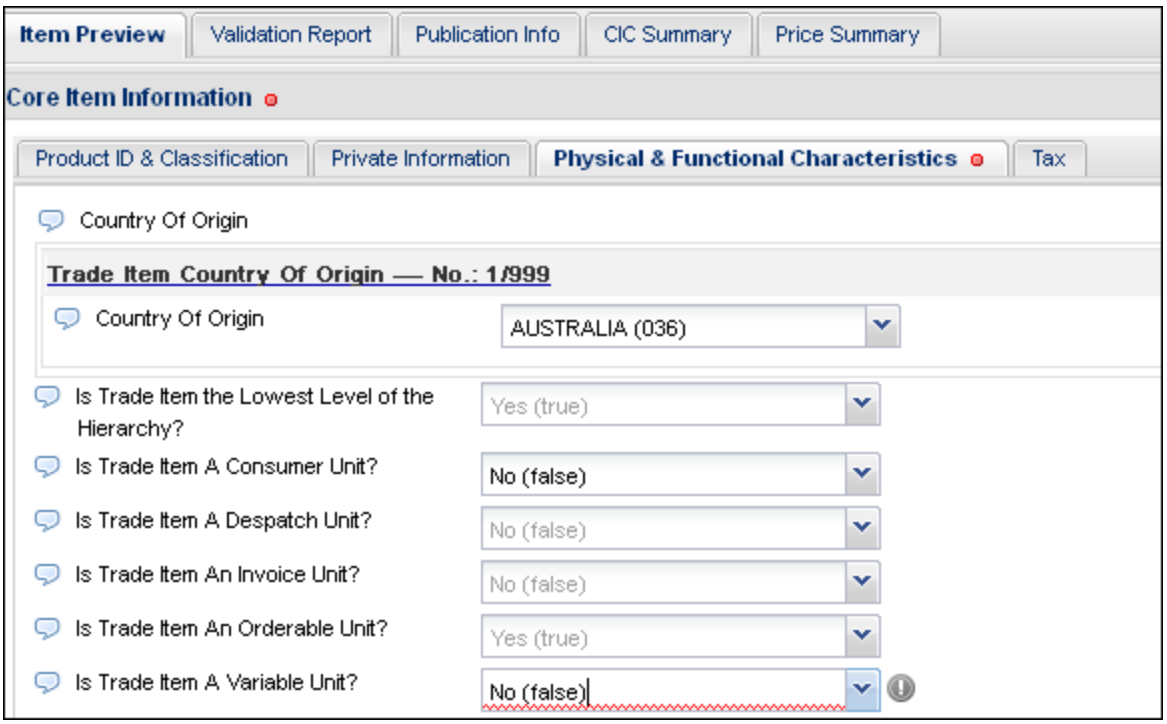
	✔	**Unpublished to all** Item which itself was unpublished from all recipients, but has not been edited and is still released.
		Unpublished to all –draft item Item which itself was unpublished from all recipients and has been unreleased.
	✔	**Unpublished to all – still sent** Item which itself was unpublished from all recipients but is still part of another published hierarchy and has not been edited again.
		Item unpublished to all – still sent Update – pending release and re-publish Item which itself was unpublished from all recipients but is still part of another published hierarchy and has been edited again.

Area for Preview, Validation Report, and further Information

A report area is provided beneath the hit list. You can change the size of this area or you can hide it altogether. This area displays a preview of the item data or the validation report, for example. Various tabs provide further information on the selected item.

Item Preview

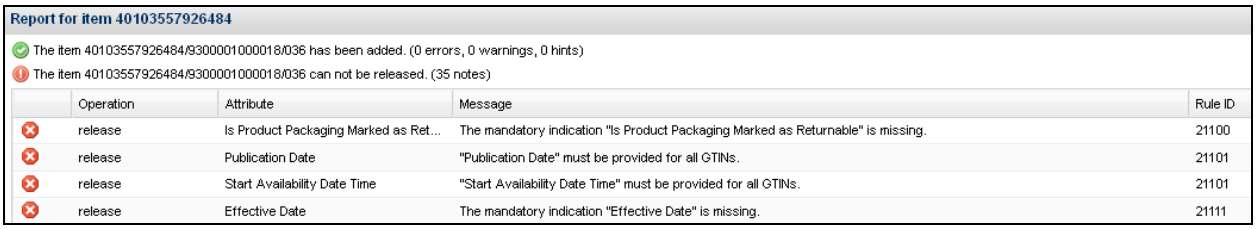
If you select an item from the hit list by clicking it once, a preview of the item data for the item is displayed on a separate tab beneath the list. The preview gives you a quick overview of the item and only displays a limited set of attributes. The item preview is in a read-only mode. No modifications can be carried out here but validation errors will be displayed for the user.



Item Preview

Validation Report

The *Validation Report* tab beneath the hit list provides the item data check in accordance with the validation rules defined in the system. Highlight one or more items in the hit list and click on the *Validate* button. The validation report will not be loaded automatically, it has to be activated by the user. The report provides information on the nature of the error. When highlighting more than one item, the validation report shows the reports for the items one after another.



Report for item 40103557926484

The item 40103557926484/9300001000018/036 has been added. (0 errors, 0 warnings, 0 hints)

The item 40103557926484/9300001000018/036 can not be released. (35 notes)

	Operation	Attribute	Message	Rule ID
⊗	release	Is Product Packaging Marked as Ret...	The mandatory indication "Is Product Packaging Marked as Returnable" is missing.	21100
⊗	release	Publication Date	"Publication Date" must be provided for all GTINs.	21101
⊗	release	Start Availability Date Time	"Start Availability Date Time" must be provided for all GTINs.	21101
⊗	release	Effective Date	The mandatory indication "Effective Date" is missing.	21111

Validation Report

The top column shows icons indicating the result in terms of Adding, Saving or Releasing the item in question.

Icons in the report:

	Action successful / no validation errors
	Cannot be released due to validation errors

Icons for various error levels:

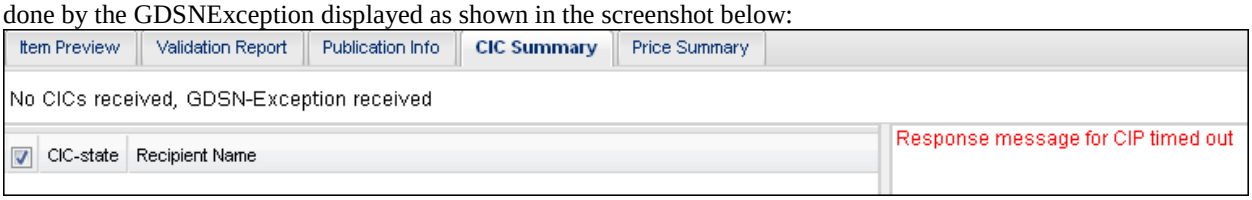
	Error	The data cannot be saved or released.
	Warning	The data can be saved but not released.
	Info	The data can be saved and released.
	Error	The data can be saved but not released.

CIC Summary

The CIC Summary tab displays the number of received *CatalogueIetmConfrimations* and an overview of the CICs. The CIC Summary lists the most recent CIC for each retailer in a separate line along with its status.

- The icon is displayed if at least one current CIC with the status REVIEW has been sent by a retailer.
- The icon is displayed if at least one GDSN Exception has been received.
- The icon is displayed if the CIC of this retailer has the status ACCEPTED.
- The icon is displayed if the CIC of this retailer has the status SYNCHRONIZED.
- The icon is displayed if the CIC of this retailer has the status REJECTED.

An immediate feedback on items when major validation errors arise will be send by the source data pool. This will be done by the GDSNException displayed as shown in the screenshot below:



Item Preview | Validation Report | Publication Info | **CIC Summary** | Price Summary

No CICs received, GDSN-Exception received

CIC-state | Recipient Name | Response message for CIP timed out

CIC State

The *CIC State* column displays the cumulated confirmation status of each item, so only the last status will be displayed here. Beside a CIC, GDSN Exception will be displayed here as well.

The table gives an overview of the icons displayed along with the CIC State in the hit list.

Cumulated CIC State	Comment
	1) No CIC feedback received yet. 2) No feedback from recipients and no CIC Review as well as no GDSN Exception 3) Item is released again and there is no open CIC review and no GDSN Exception.
	CICs from recipients have been received and have status ACCEPTED.
	CICs from recipients have been received and have status SYNCHRONIZED.
	"To do" state: At least one latest CIC has state REVIEW and there is no open GDSN Exception.
	CICs from all recipients have been received and have the state REJECTED.
	"To do" state: At least one GDSN Exception was received for that item and is still open.

Hit List Function Bar

The **function bar** below the hit list contains actions that you can carry out on the selected items:

Function bar

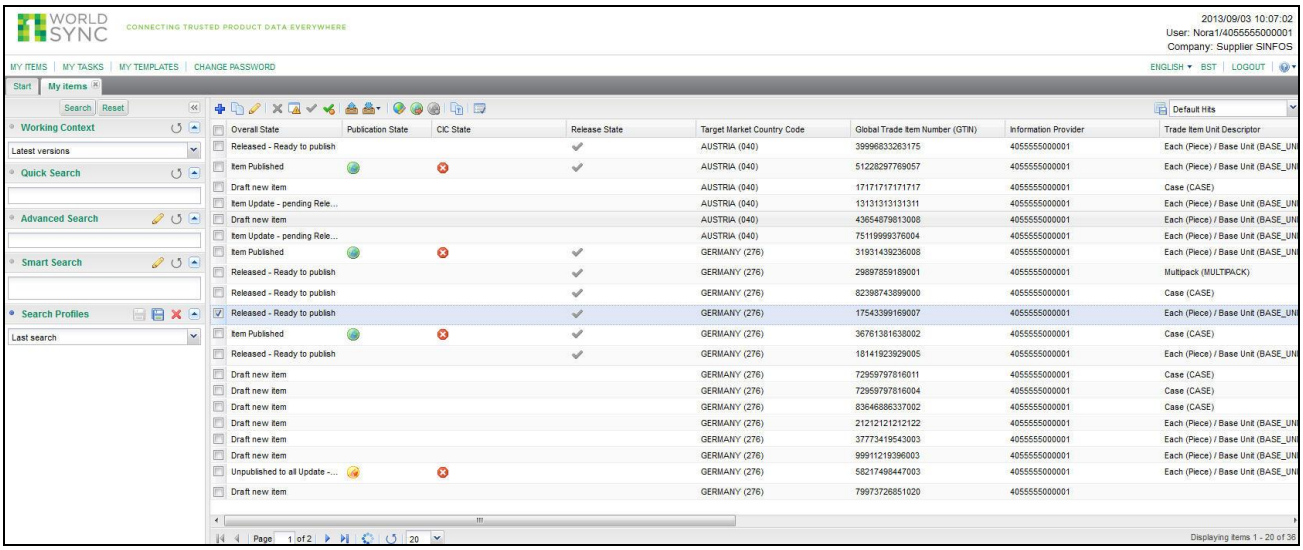
Icon	Description and Definition
	Create: Use this option if you want to add a new item
	Copy: You can create a new item on the basis of an existing item.
	Edit: You can use this option to make changes to an item.
	Delete: Only saved draft items, which have not been released or published can be deleted.
	Validate: From the hit list, you can check items for completeness, formatting, and consistency so that you can release them later on.
	Release: If the current revision of an item has a quality state that is suitable for release, you can use the Release option to release it. To do so, proceed as described in the section 'Release Items'.

	Undo Release: The release of an item can be revoked with this button.
	Upload: You can create items by importing them into the system from an Excel file.
	Download: To export the data of one or more items into an Excel or PDF file use this option. You can also generate an empty Excel file to use as a template when creating items for upload from here.
	Maintain possible publication targets: Either choose and/or add the recipient(s) of the item
	Publish: Choose this option if you want to publish the selected item in the source data pool.
	Unpublish: The publication of an item can be revoked with the 'Unpublish' button.
	Template: An item can be saved as template, to use it as a basis for other new items.
	Select Rows*:** Use this button to select all rows or lines ***on all pages of the hit list at once.

Maintain and create item data

Item editor

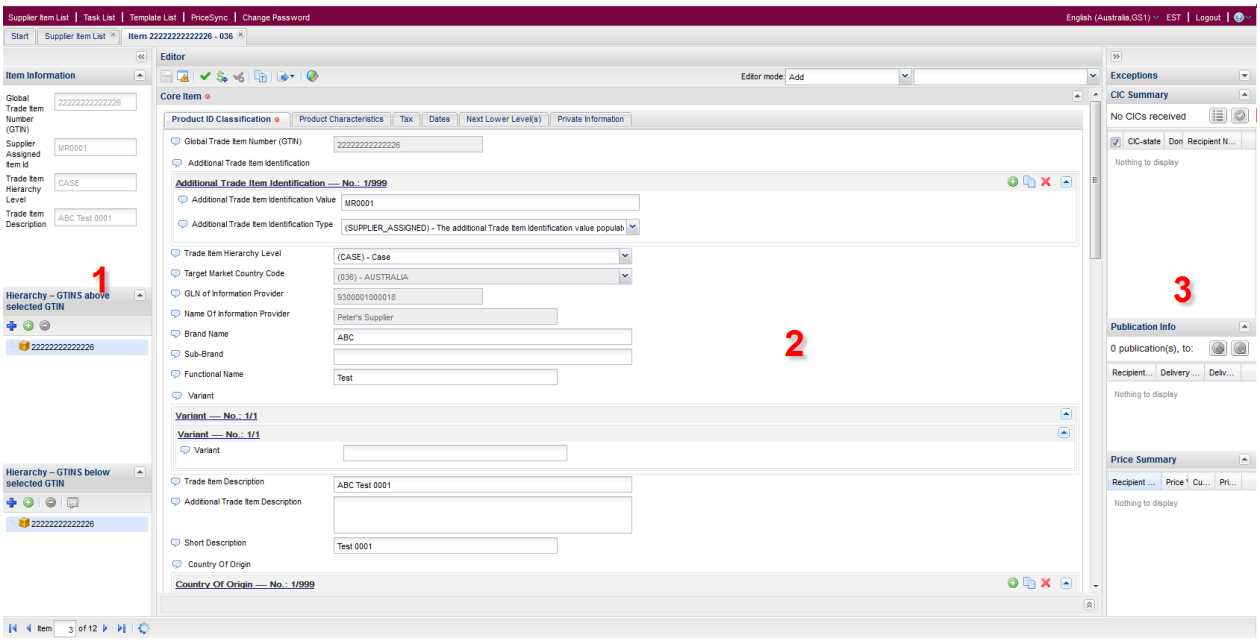
Open the hit list to access your items. All tasks relevant to item data maintenance can be performed from here. To access an item, simply double click on it in the hit list



Supplier Item Details

Any item accessed in the editor will open in a new tab. The tab header always displays the item GTIN.
The supplier item detail area is split into three sub-areas:

- The left-hand area (area 1 in the figure) shows the hierarchical assignment of the item. The packaging and component hierarchies for the item are displayed here in their own sub-areas.
- The actual **Edit Form** (area 2 in the figure) forms the main part of the supplier item details area. You can make changes to the attributes here. In addition, there is a report area for the validation report beneath the edit form. You can change the size of this area or hide the report area.
- The right-hand area (area 3 in the figure) next to the edit form provides further information on the selected item.



Structure of item details

The status line in the supplier item details allows you to navigate through the item data in the hit list without having to go to the hit list or individual supplier item details first. You can jump to the first or last item data record or move to the previous or next record.

Status line

Structure and function of the editor

Structure of the editor - edit form with function bar

The editor has a menu bar below the actual edit form and an area for the validation report which can be hidden if necessary.

Menu bar

You can use the options provided in the function bar to perform the necessary actions for the displayed item data record

Function bar

Save
You can use the *Save* function to save your changes. This will generate a new revision of the selected item.

Validate
At any time while making entries or changes, you can validate the item data to make sure that it is complete and correctly formatted. The item data check includes the validation of the entered attribute values on the basis of the validation rules defined in the system.

Release
If you have saved the specified item data without errors, you can now release the item. To do so, click the *Release* icon.

Undo Release
If an item is released but not yet published, you can revoke the release and change the item state to a working version. Please not that if the item is already published, you need to revoke the publication before being able to select the undo release function.

Save Template

If an item is to be used as a basis for other items, it can be saved as a template. Saved templates can be selected from a drop-down menu then in the ‘Create Item’ dialog. For detailed description of the template function, please refer to the separate chapter in the documentation

Export PDF

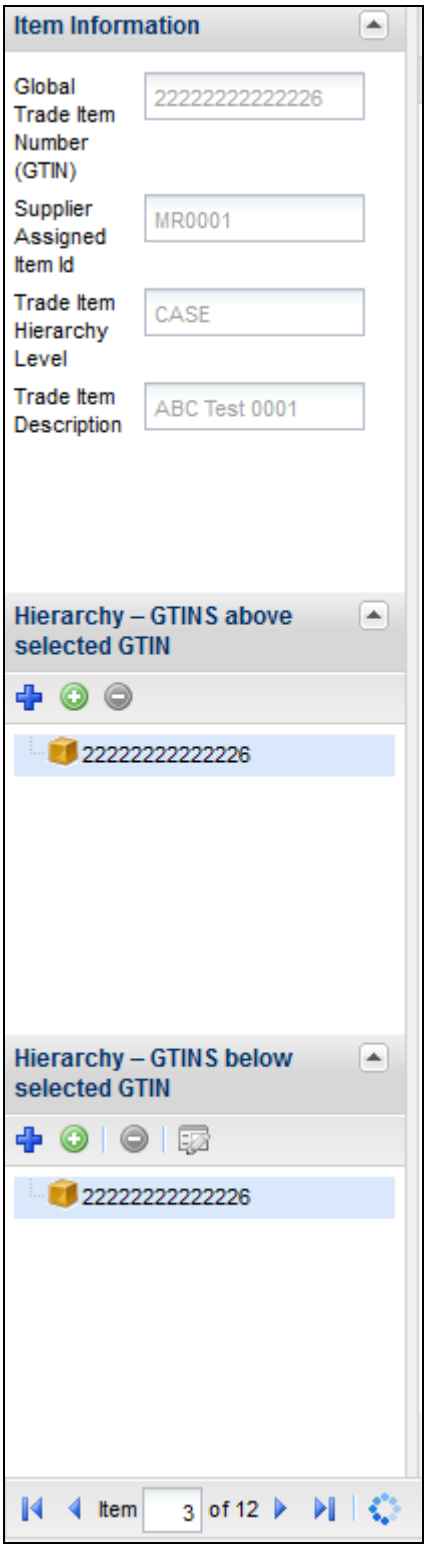
The item currently opened in the editor can be exported to a PDF file. Simply select this option and choose PDF export. A dialogue will open which allows you to either open or save the PDF.

Maintain possible publication targets:

Recipient(s) of the item can be added with this function.

Item information and hierarchy information

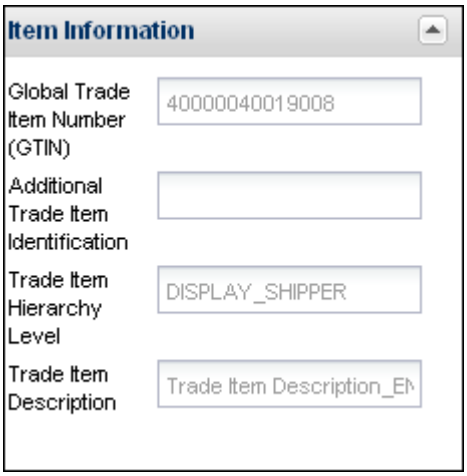
The widgets in the area to the left of the item editor offer additional information on the selected item.
The left-hand area shows the *Item Information* containing the most important attributes that identify the trade item. This information is displayed regardless of which tab or flex bar is open.



Left-hand widget

Item information

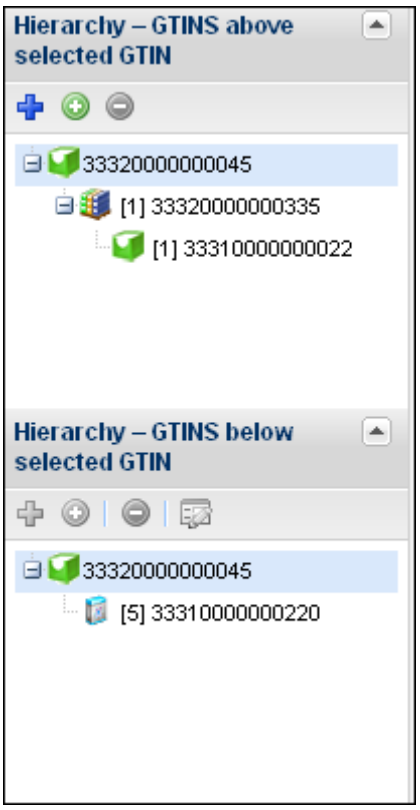
The *Item Information widget* displays the most important information that identifies the trade item, regardless of which tab or flex bar is opened. The information displayed here can differ from system to system; it is defined by the customer. However, the GTIN is always displayed here and is always at the top of the screen.



Item Information widget – example

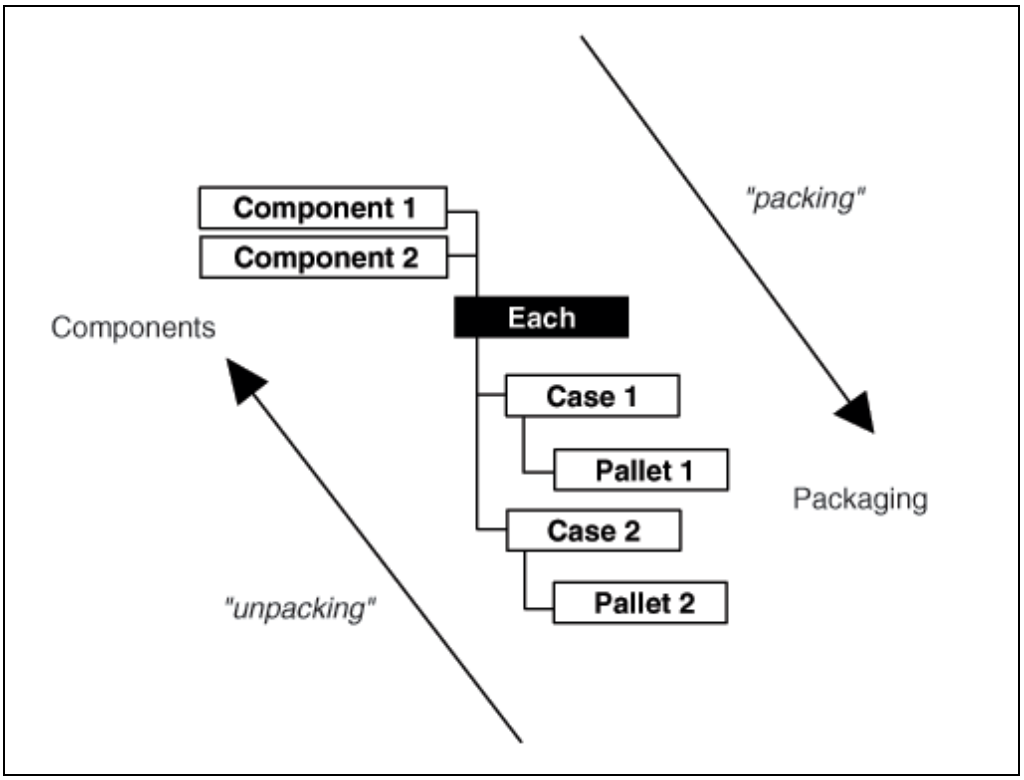
Navigating through the hierarchical context of the item

This widget allows you to navigate through the hierarchy of the selected item. The selected item is also the root node for the hierarchies described below. The two hierarchies are displayed in two separate widgets.



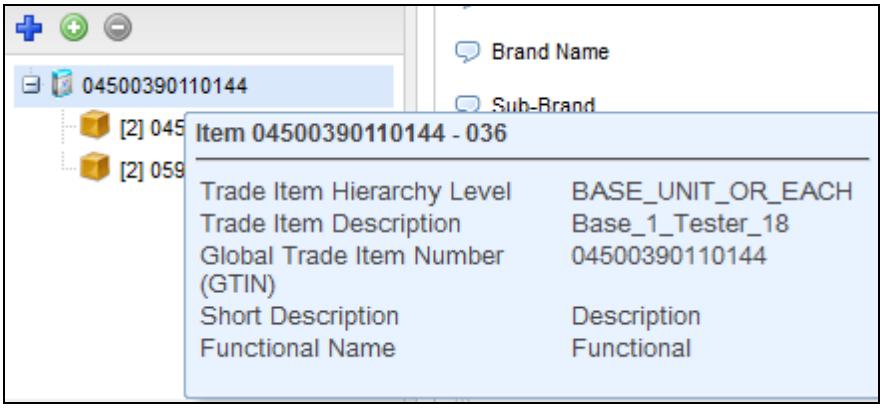
Item Hierarchy Context

The selection of an item in the *Packaging hierarchy* widget causes the item to be selected in the *Component hierarchy* widget, too (and vice versa).
The upper part shows all GTINs above the selected item while the lower part shows all GTINs below the selected item. For example, opening an item marked as a pallet that contains a case and a base item will show the pallet in the upper widget. The lower widget will show the pallet and all lower items.



Hierarchical context of a selected item - "Each" example

The ***Packaging hierarchy*** area displays the packaging hierarchy to which the selected item belongs. If you position the mouse over an item, additional information is displayed.



The various packaging units are symbolized by different icons. For a more detailed description of the individual packaging units, see the glossary.
You can expand or collapse the different levels of the hierarchy tree by clicking the small arrow icons next to each level.
Navigate through the hierarchy without having to go back to the hit list and select another item there.
To navigate through the hierarchy, choose one of the following three options:

Click on an item to view the details in the editor. Please note that the focus of the hierarchy will not change. This is useful when working with large hierarchies because it provides a better overview.

Click on an item while holding the left SHIFT key: This not only opens the item details in the editor but also adjusts the hierarchy view. The selected item now becomes the root knot in the widget.

Click on the item while holding the left CRTL key: This opens the item in a new tab. The hierarchy tree of the first item opened will remain untouched while the hierarchy of the newly opened item will be adjusted.

You can carry out the following actions in this widget:

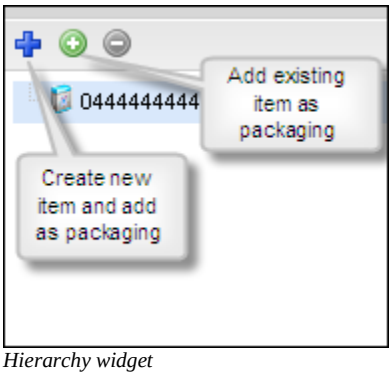
- You can search for and add an existing component.
- You can create a new component and add it to an item.

Add a packaging item

There are two ways of adding a packaging item to a hierarchy – either by creating a new item and adding it to the hierarchy or by adding an existing item to the hierarchy.

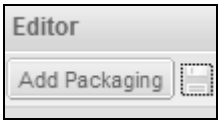
Create new item and add as packaging

Please note that this item cannot be a base item; only packaging items can be created from the hierarchy widget. Open the item details and use the hierarchy widget.



Hierarchy widget

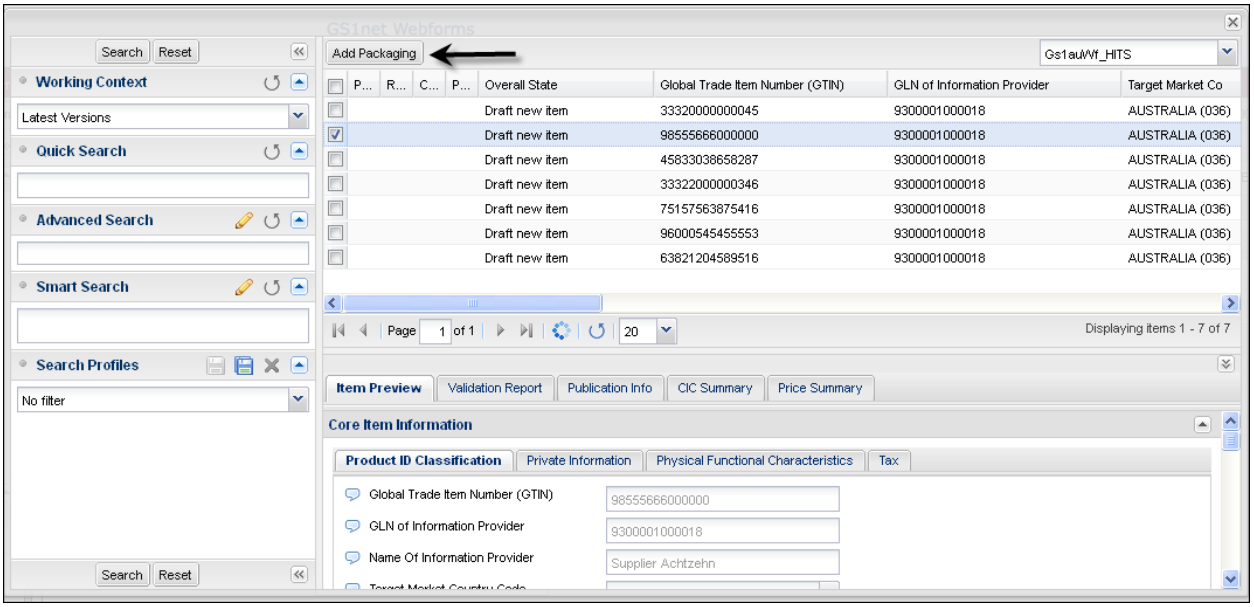
'*Create new item and add as packaging'* open the create item dialogue. Enter the GTIN of the trade item. If you want to create the item from a template, select the correct template from the drop down menu. The GLN and target market cannot be edited. The article type is set to packaging item by default. Once the necessary data is populated, click create and the item editor will open. Now populate all necessary attributes and save the item. Once the newly created item is saved, the option Add packaging becomes active in the UI.



Item editor for creating the packaging item

Add existing item as packaging

To add an existing item as a packaging, select *Add existing item as a packaging* in the hierarchy widget. A dialogue box with a hit list containing the available item opens.
The items can be draft versions, released or published.

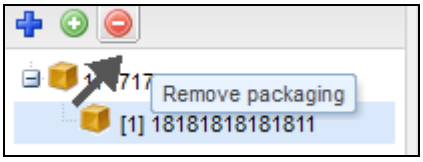


Hit list with items to add

Select the item that is to be added and click on *Add Packaging*.

Remove a packaging item

You can remove a packaging item from the hierarchy by clicking on the item in the tree and activating the *Remove packaging* button. This option is deactivated if you have selected the root node of the hierarchy.



Remove packaging item

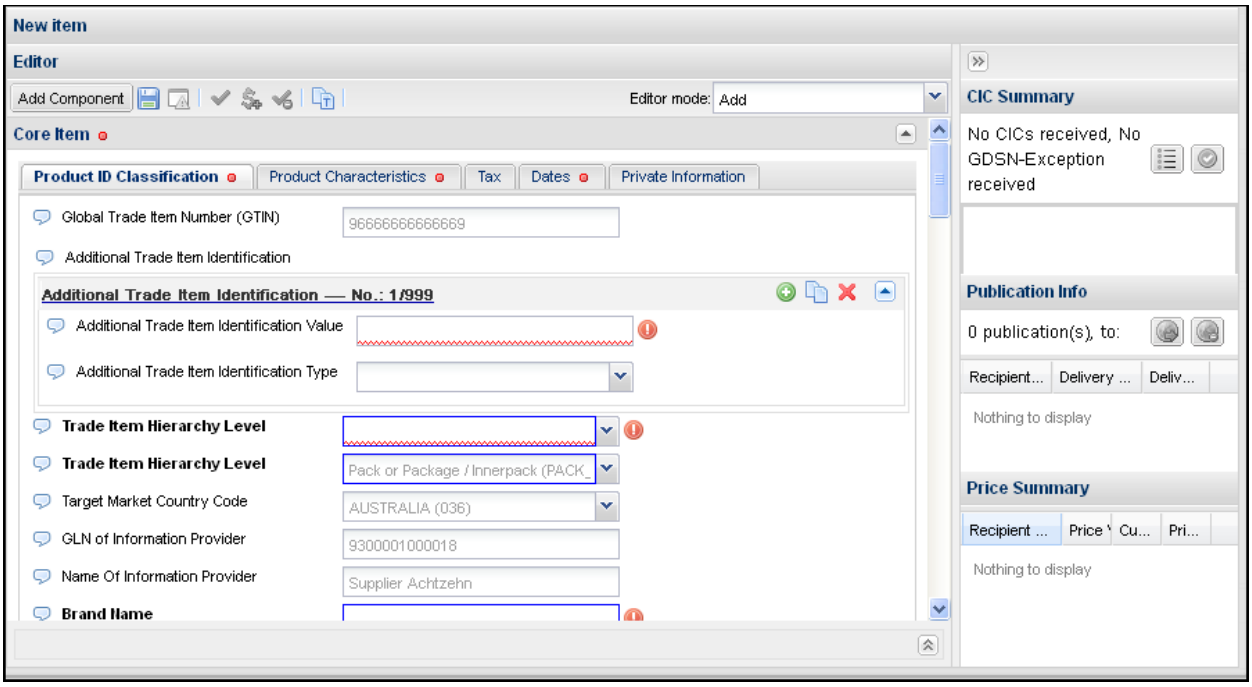
Removing a packaging is only possible for items with processing status *New* or *Not Released*. Packaging items with the status *Released*, *Corrected*, or *Changed* cannot be removed.
Confirm the operation in the safety prompt that now appears. If you click *Cancel*, you return to the supplier item details without removing the packaging. The packaging hierarchy is updated: The removed packing unit and any larger units below it are no longer displayed. The packaging item retains its processing status. The item to which the packaging was assigned remains unchanged.

Add Components

You can add a component to a packaging item. Note that you can only add components for items with the processing status *New* and *Not Released*. Items with status *Released and Published* cannot be added as components.
There are two ways of adding a component to a packaging item – either by creating a new component (item) and adding it to the packaging item or by adding an existing item to the packaging item as a component.

Create a new component and adding it to an item

To add a newly created component (*package* or *base item*) to an existing packaging item, click *Create new item and add as component.* The create item dialogue now opens. Enter the GTIN of the trade item and select the article type. If you want to create the item from a template, select the correct template from the drop down menu. The GLN and target market cannot be edited. Once the necessary data is populated, click Create and the item editor will open. Now populate all necessary attributes and save the item. Once the newly created item is saved, the option Add component becomes active in the UI.

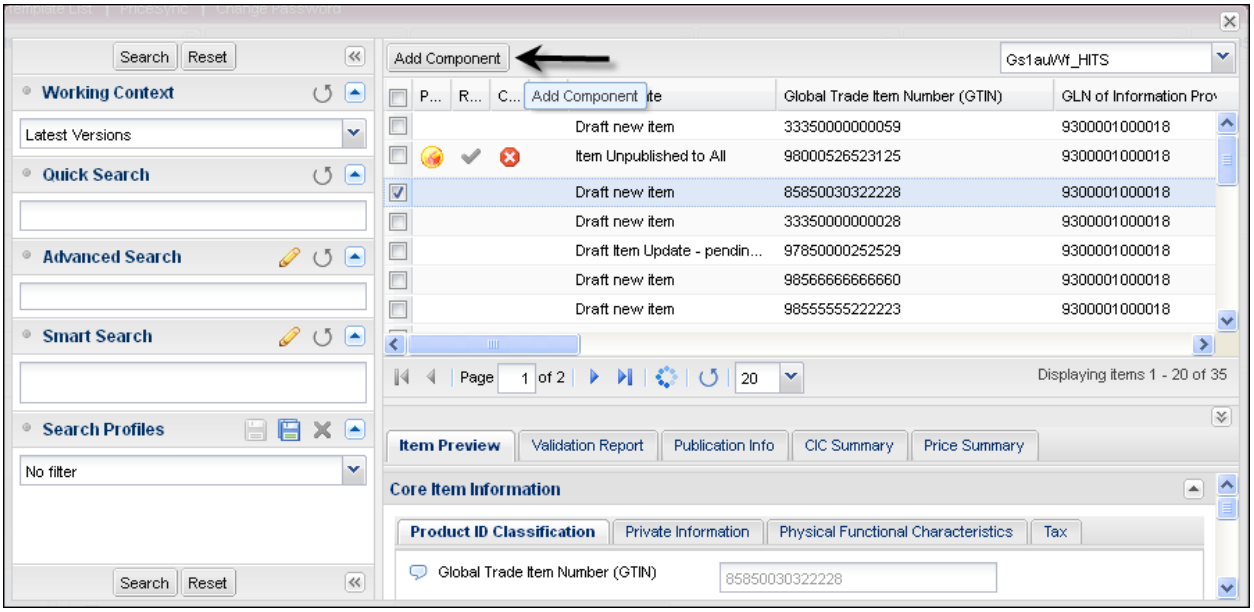


Item Editor with Add component option

The dialogue closes. The new item is displayed in the component hierarchy in the item details for the item initially selected. Click the *Save* option to save the initial item. The component is always saved in the packaging item that contains the component.

Add an item to an existing component

To add an existing component to a packaging item select *Add existing item as component*. The hit list opens and allows you to search for and select packaging items and base items.
Note that the hit list only displays items with the same GLN and Target Market of the selected item, regardless of whether you are able to add/create items for multiple GLNs. This prevents different packaging GLNs from occurring within the hierarchy.

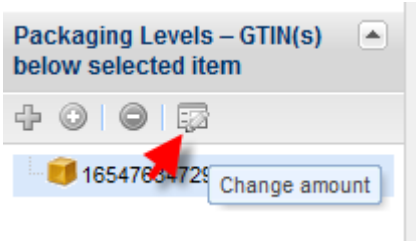


Dialogue for selecting an existing item – extract

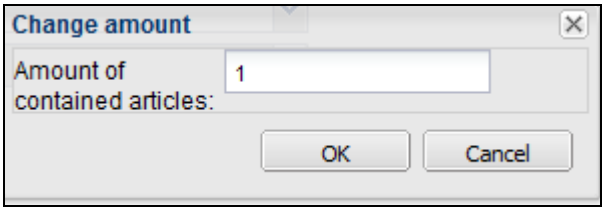
Select an item from the hit list and click *Add component*. The dialogue closes. The new item is displayed in the component hierarchy for the item initially selected. Click the *Save* option to save the initial item. The component is always saved in the packaging item that contains the component.

Change amount of components

The amount of components contained can be easily changed in the component hierarchy. To do this, select Change amount



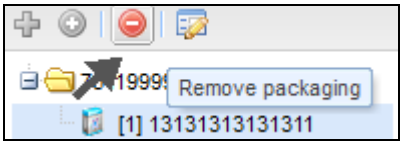
The dialogue that now opens allows you to simply enter the number of components conatined and select ok. The hierarchy is then updated accordingly.



Remove Component

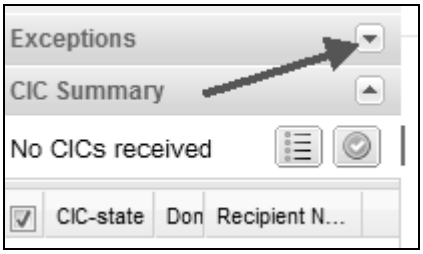
To remove a component from the hierarchy, select *Remove packaging.* Please note that this option is deactivated if you have selected the root node of the hierarchy. Confirm the operation in the safety prompt that now appears. The

component hierarchy is updated: The removed packing unit and any larger units below it are no longer displayed. Only items with the processing status *New* or *Not Released* can be removed.



Exceptions widget

The Exceptions widget is located on the right hand side. The widget is minimized by default and can be opened by clicking on the arrow symbol.



The information on the GDSN Exceptions received is displayed here. The Exceptions are listed with the exact date and time they were received by the application as well as the type and error details. To acces the error details, click on the status icon. This will open a pop-up window with more information about the error if available. Once the error is corrected you can click on the icon Mark as done. This will remove the error status.

CIC Summary, Publication Info, Price Summary

CIC Summary

The CIC Summary widget displays the number of received CICs and gives an overview of these responses. The most recent CIC for each retailer are displayed here.

The widget shows the CIC status icon, the to do state and the item recipient.
Clicking on the status item will open a pop-up window with more information about the CIC if available. Once you have reviewed the CIC you can change the to do state to done by clicking the Mark as done icon.
Please note that only the most recent CIC from each retailer is displayed here. If you have received several CIC from the same retailer and wish to view all CIC, you can open the entire list by clicking on the Show CIC history icon. This list opens in a separate pop-up which displays the CIC state, the code, the GTIN of trade item, the description, the long description, additional description, the corrective action, corrective information as well as the date/time of the receipt of the message by the system.
For a list of the icons displayed please see chapter CIC state.

Publication Info

The *Publication Info* widget displays the number of publications. It indicates the publication target (retailer or target market) as well as the publication date and delivery state.

Publication Info widget

You can carry out the following actions:

- Publish the item. See chapter Publish items for details ‘Publish Items‘.
- Unpublish the item. See chapter Unpublish items for details ‘Unpublish Items‘.

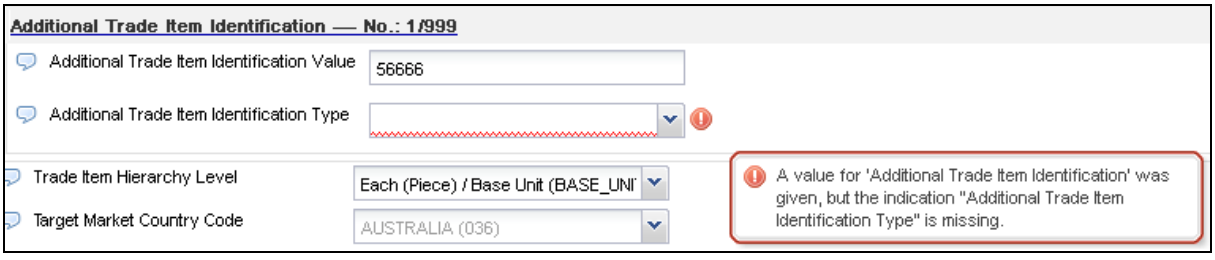
Input help in the editor

There a number of input helps integrated into the editor. The following functions are explained in this chapter:

- Attribute validations
- Attribute definitions
- Attribute groups / repeatable attribute groups
- Usage of code lists
- Date selection via calendar function

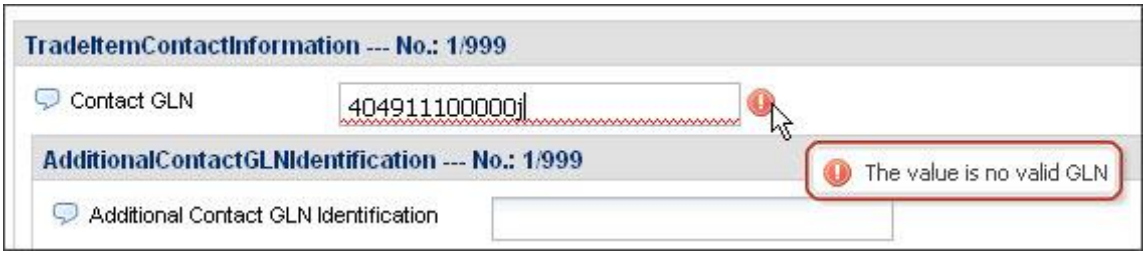
Attribute validations

Some attributes will be highlighted in the UI during editing and saving. You will notice an information bubble next to the input field for the attribute that indicates data is missing or incorrect.
Mandatory and conditionally mandatory fields are indicated with an exclamation mark which provides a mouse-over text where the error or the missing data is described.


Additional Trade Item Identification — No.: 1/999
Additional Trade Item Identification Value
56666
Additional Trade Item Identification Type
Trade Item Hierarchy Level
Each (Piece) / Base Unit (BASE_UNI
Target Market Country Code
AUSTRALIA (036)
A value for 'Additional Trade Item Identification' was given, but the indication "Additional Trade Item Identification Type" is missing.

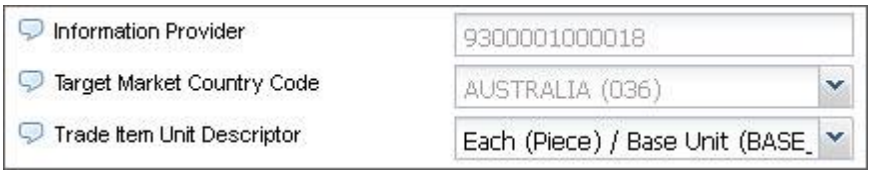
Example of a conditionally mandatory attribute field

Your data is checked while you are actually entering it. Once an incorrect value is entered a warning appears. If you position the mouse over the icon, a message describing the error appears.



Example of a warning for an incorrect entry

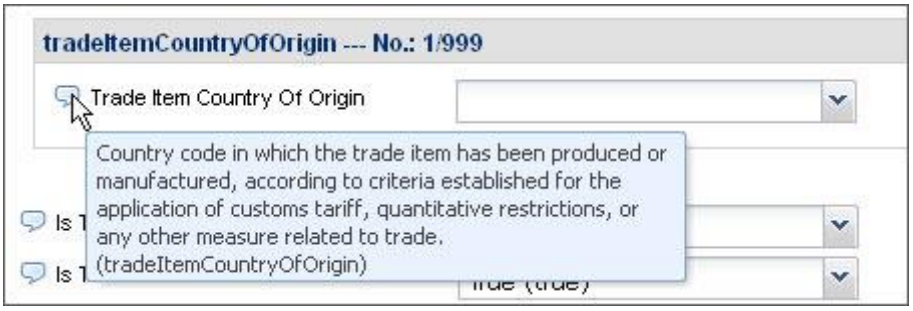
The values for some attributes, for example the Information Provider, are set by default and cannot be edited. These attributes are displayed in the item editor but are greyed out. The data entry fields for these attributes are not accessible.



Example of a non-editable selection and input field

Attribute definitions

Each attribute has a definition which can be viewed as a mouse-over text in the UI.


tradeItemCountryOfOrigin --- No.: 1/999
Trade Item Country Of Origin
Country code in which the trade item has been produced or manufactured, according to criteria established for the application of customs tariff, quantitative restrictions, or any other measure related to trade. (tradeItemCountryOfOrigin)

Information text for an attribute

Attribute groups / repeatable attributes

Some attributes are part of attribute groups and are grouped together in the UI.

Additional Trade Item Identification — No.: 1/999
Additional Trade Item Identification Value
12
Additional Trade Item Identification Type
The additional Trade Item Identificatic

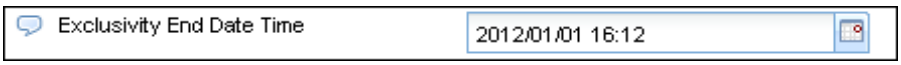
Example of the display of a structured attribute

These groups can be repeated, to add a reputation use the icons in the top right hand corner. The button adds a new reputation. The button copies the existing attribute, including all values entered. Use the button to delete an attribute.

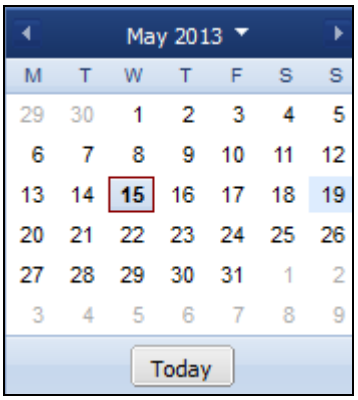
The entire

Date selection via calendar function

All attributes that are defined as a date or date-time in the system have the calendar function displayed in the UI. Simply click the calendar icon next to the attribute to open the calendar. Use the arrow buttons to select year and month and then click the required day. The calendar closes and the selected date is displayed in the input field.

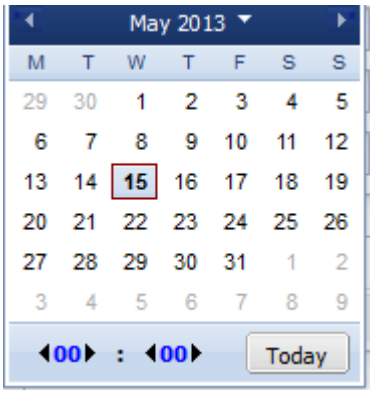


Option for calling the calendar



Calendar

If the attribute is defined as date-time you are also able to specify the time at the bottom of the calendar. Please enter the time first and then select the date. If you enter the date without entering the time, the system will set the time to 00:00 by default. Note: The time zone is determined by the time zone setting of the application.



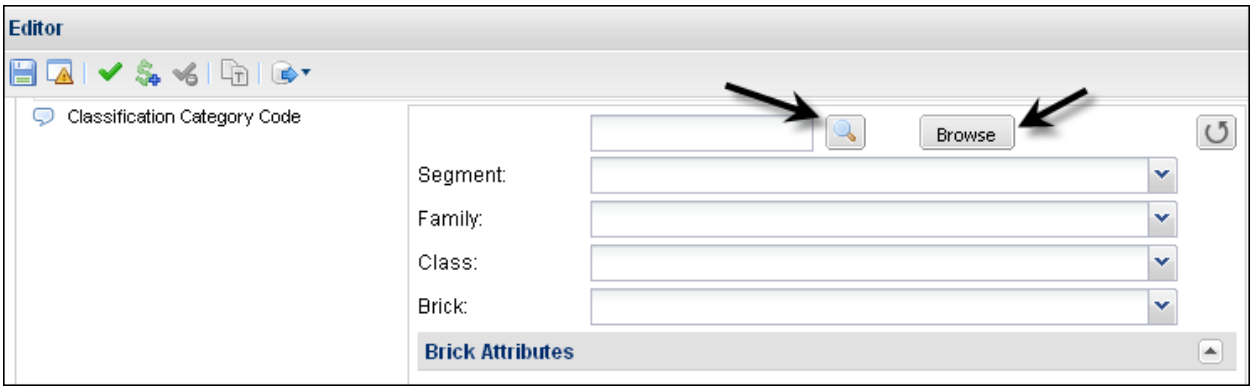
Calendar with time selection

Clicking *Today* will enter today's date and the current time.
To jump to another month or year

- use arrow to the left or right in the title bar to browse month by month,
- Or click the arrow down to open the second dialogue, where you can directly click on the year and month, confirming with *OK* (or *Cancel*).

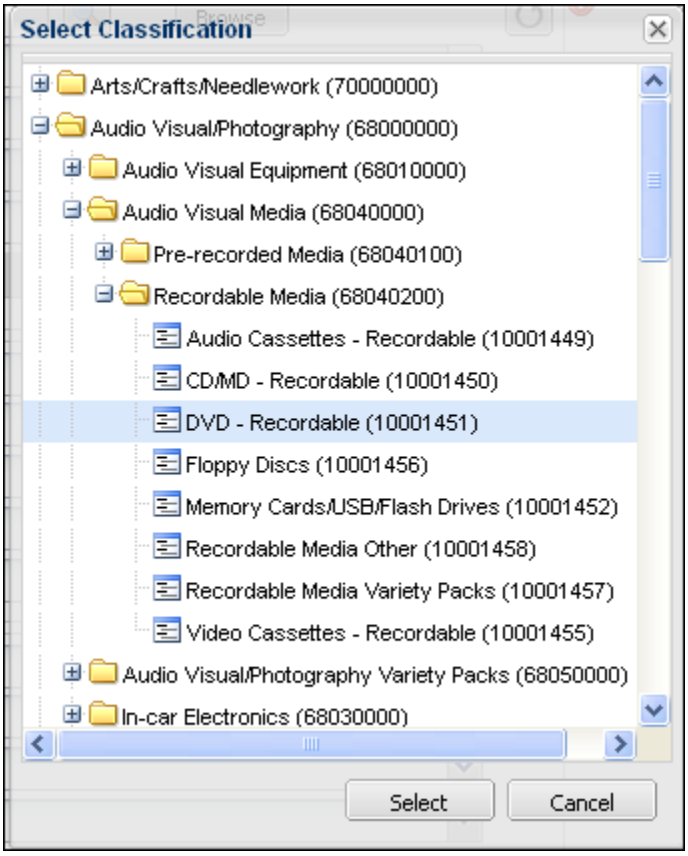
GPC Browser

The GPC Browser provides an easy way of navigating the mandatory *Global Product Classification*. The browser displays the complex hierarchy of the Segment, Family, Class and Brick codes in a hierarchy tree.
You can either enter a code directly or access the browser by activating the browse button



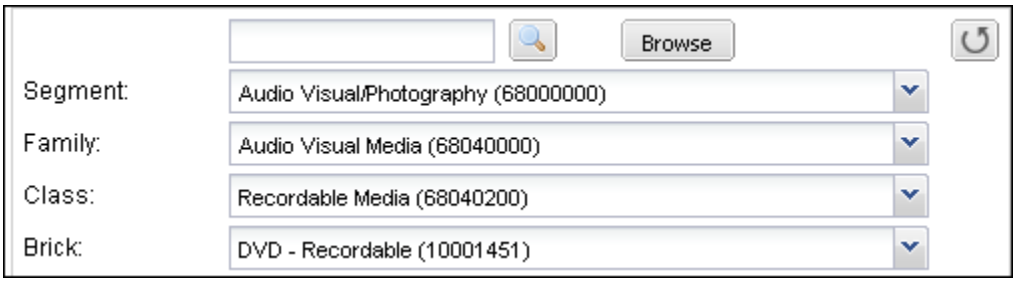
GPC browser

Activating the b*rowse* button opens a list of all codes with the respective sub codes displayed in a hierarchy tree. Click the relevant segment and open the tree beneath it, to specify your selection.



Selection of the code within the GPC

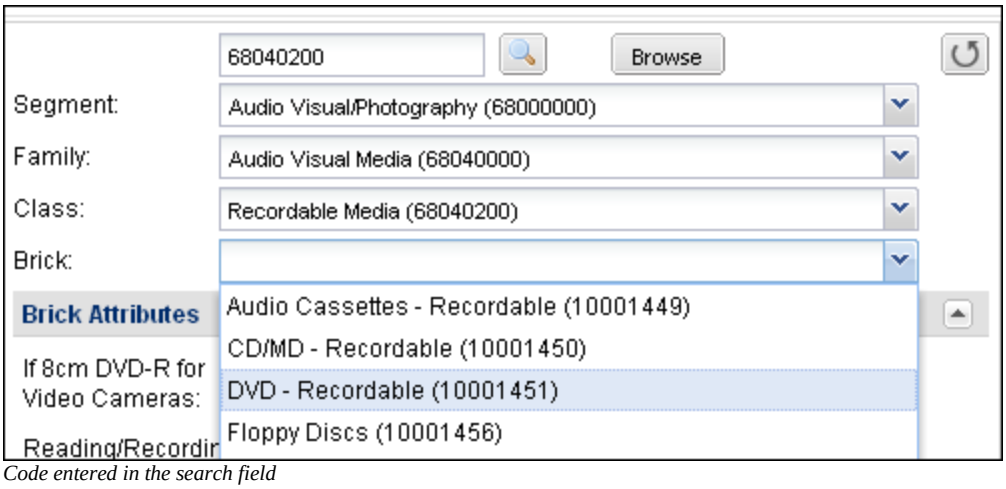
Click on *Select*. The system automatically populates all levels – Segment, Family, Class and Brick, of the GPC with the correct codes.



Selected GPC codes

If you already know the correct code you can enter it directly in the search field and click on the *Search* button. Depending on the level of the code all fields below will be populated automatically. As shown in the screenshot below, if you enter the code at class level the brick code will still have to be specified. The GPC browser provides only the relevant codes in a drop-down list.
Please note:

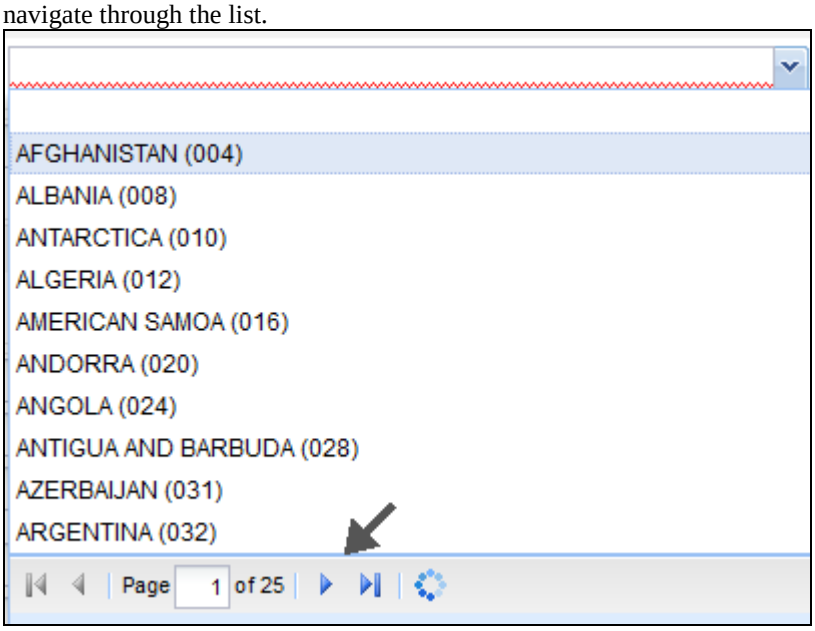
- You can only search for codes. No free text search is allowed here.
- The entry field on the top level only accepts complete codes. All other fields will automatically provide suggestions if you start typing the code.



Code entered in the search field

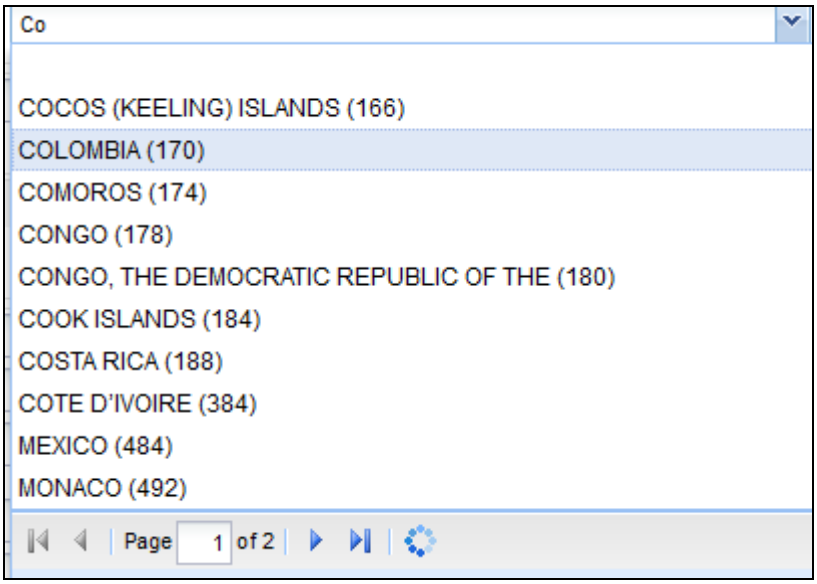
Using code lists

Code lists are handled via drop down boxes. To maintain these attributes you can either navigate through the drop down list or type in a search term. To open the drop down list, click on the arrow . Depending on the number of codes contained in a code list, the drop down list can be several pages long. Use the controls at the bottom of the list to navigate through the list.



Drop down list

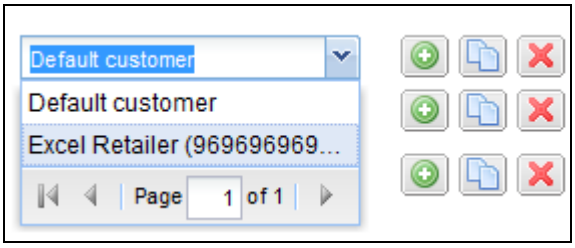
If you know either the code or the description it is easier to simply start typing in the input field. This will activate the search and you will notice the number of codes being reduced with every letter you type. It does matter whether you type the code or the description.



Example of search

Trading Partner Dependent data

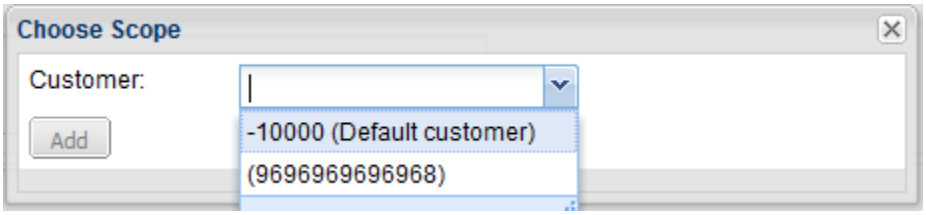
Depending on the system settings, some attributes may be set to trading partner dependent which allows entering different values for individual customers. To populate customer specific values for non-repeatable attributes simply select the customer from the drop down menu to the right of the attribute.



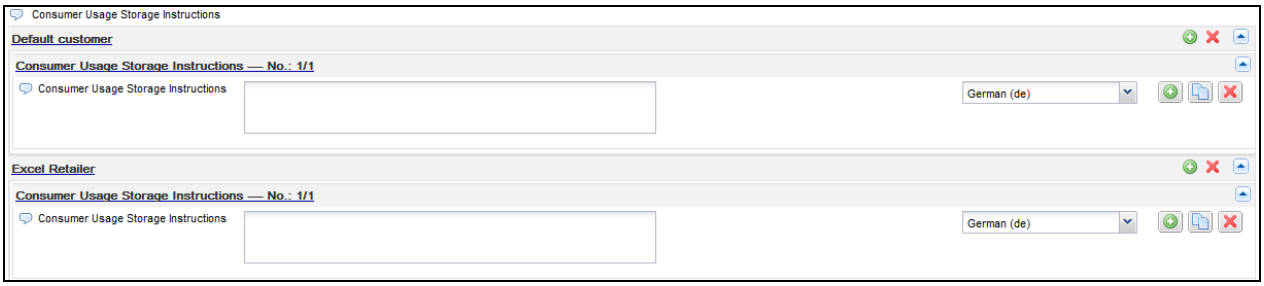
To add a value for a further customer, click , to delete a value for a customer click , to copy the value, click .

To add customer specific values for repeatable attributes, please click on the right hand side of the screen.

You will be then able to select the customer from the drop down menu which opens in a separate window.



Select add to add the customer. A new data record for the selected customer will be added and can now be populated.



To add a value for a further customer, click , to delete a value for a customer click , to copy the value, click .

Create Items

To create new items open the item hit list. The application offers you the following possibilities

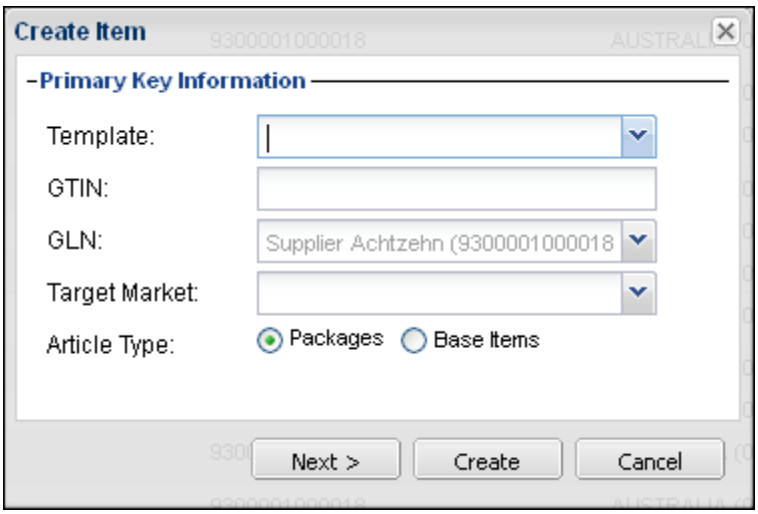
- **Using an empty form**
- **Copying an existing item**
- **Using a template**
- **Upload via Excel import**

Create Items using an Empty Form

To create a new item, select the *Create* option from the hit list function bar

Create Option

The *Create Item* dialogue opens.



Create Item Dialogue

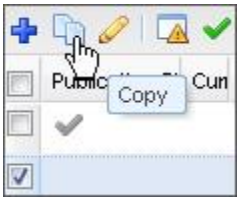
Leave the Template field empty here, and populate the primary key data. The primary key uniquely identifies the new item. Please make sure you are entering the correct values for this data since it cannot be changed once saved. The primary key consists of three parts:

- the GTIN of the new item.
- the GLN of the item owner is already populated by the system.
- the Target market – needs to be selected from the drop down list

Choose the correct *Article Type*, in order to define the new item as a *Package* or a *Base Item*. The default setting is *Base Item*, which is the smallest unit of an item hierarchy.
Click *Next* in order to assign possible data receivers (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations.
Click on Create to open the item editor. You will then be able to save the item for the first time. Saving will add the item to the system.
Clicking *Cancel* closes the dialogue without creating a new item.
To complete your item you must at least populate the mandatory attributes. These attributes can be easily identified in the UI by checking for warning icons. Alternatively, click the symbol to generate a validation report with a list of attributes not populated correctly. Clicking on the attribute in the report will automatically take you to the attribute in the UI. Once the validation report states the item has no errors, it can be released and published.

Create Items by copying an existing item

You can copy an item to create a new one and then make the necessary changes in the item details. Select the item you wish to copy from the hit list. Then select the *Copy* option in the hit list function bar.



Copy option

The dialogue box for the primary key data of the new item now opens and must be populated. The primary key uniquely identifies the new item. Please make sure you are entering the correct values for this data since it cannot be changed once saved. The primary key consists of three parts:

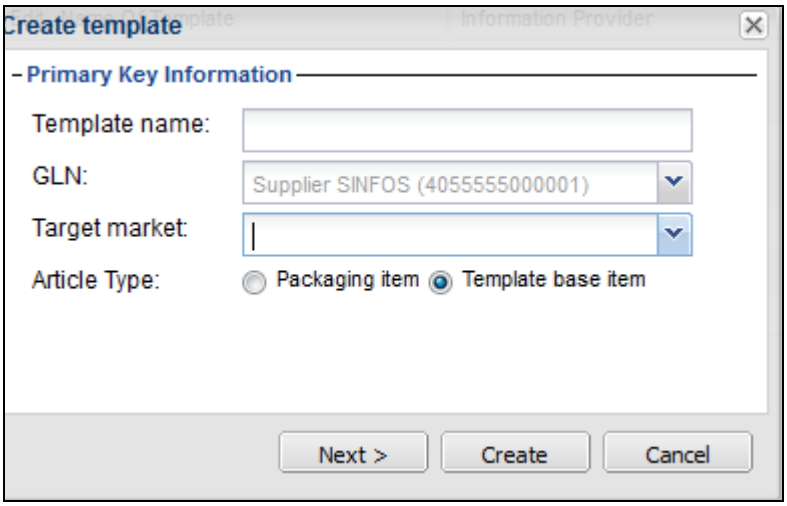
- the *GTIN* of the new item.
- the *GLN of the item owner* is already populated
- the *Target Market*

Clicking *Cancel* closes the dialog without creating a new item.
Click *Next*, in order to assign possible data receivers (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations. The possible receivers of the copied item are listed here, and can be modified for the new item (added or deactivated).
Clicking *Create* generates and opens the new item in the item editor on a new tab. Please note: Except for the primary key data entered here it contains the data of the copied item.
Please note:
If the copied item is part of a hierarchy, the hierarchy is not copied. Only the item itself is copied. The new item is not automatically released and published even if the copied item already has been released and/or published.

Create an item using the template function

You can create and maintain templates (see 'Template List') that can easily be populated when creating a new item. If a lot of items have similar content, saving one of the as a template can save a lot of work (see 'Save an existing item as a Template').

Templates can be opened and edited from the drop-down menu in the '*Create Item'* dialogue.



Create Item Dialog with Template function

All templates created and saved by the user appear in the template drop-down menu of the '*Create Item'* dialogue.
Select the template you want to use as the basis for creating the new item. The unique primary key of the new item does not come from the template, and must be entered here additionally:

- the *GTIN* of the new item.
- the *GLN of item owner* is already entered.
- the *Target Market* is to be selected from the dropdown list

Now select the *Article Type* of the new item to either *Package* or *Base Item*.

Clicking *Cancel* closes the dialogue without creating a new item.
Click *Next* in order to assign possible data receivers (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations.
Finally clicking *Create* generates and opens the new item in the item editor on a new tab. Please note: Except for the primary key data entered here it contains the data of the template. Please check to make sure the data is that of the item you wish to save. Save the new data by clicking Save in the edit form function bar.

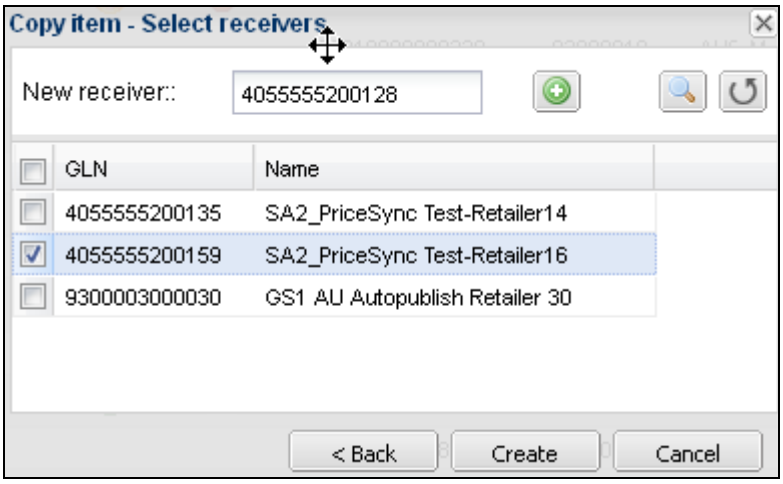
Retailer specific validations

Before clicking *Create* in the Create Item or Copy Item dialog, possible data receivers (retailers) can be assigned. This activates retailer-specific validations right at the beginning of data maintenance. The items will be validated against the rules of the selected retailers. The retailer-specific validations will be included in the validation report.

A list of possible receivers set up here will be offered in the publication dialogue when publishing the item. You will be able to choose individual receivers from this list, or even add additional receivers not in the list yet.

In order to assign possible receivers here

- Click the button *Next* in the above mentioned dialogues.
- The dialogue *Copy Item* (or *Create Item*) – Select receivers appears. If retailer-specific validations are defined, the entry appears in bold writing.



Select receivers dialogue

- This list can be adjusted to the requirements of the new item by activating, deactivating or even adding additional receivers.
- Either flag a receiver from the list or add a new receiver in the entry field on top and afterwards click the green Add option. A new receiver does not already have to be known by the system.
- Clicking the *Search* icon on top opens a long list of possible receivers known by the system, where you can choose from:

Search Dialog of Select possible receivers

- You can change the sorting here, and navigate through this list using the options in the bottom line. We recommend restricting the list using a filter- or search criterion entered in the search field on top.
- Clicking *OK* closes the search list and adds the selected possible receivers to the list in the previous dialog.
- Clicking *Cancel* closes the Create or Copy Dialog without creating a new item.
- Please note: Clicking *Reset selection* will remove all receivers from the list in one step.
- Click *Create* here or on the previous page will create the new item with the list of possible receivers in the supplier item data store.

Private Brands:
Defining receivers as Party Receiving Private Data on the tab Private Information in the item details editor will restrict the possible receivers list to the receivers entered there.
Publishing the item to other receivers is then not possible anymore.

Edit Items

You can edit items in several different ways
Editing of a single item:
You can open the item from the hit list and make the necessary changes to the item. See 'Edit Item in the Item Details'.
Editing a number of items:
The update of several items can be easily achieved through a mass update using the Excel import. See section 'Import Items from Excel'
Items can be edited regardless of their state (Draft, Released or Published) but please note that items might have to be released again manually depending on their status prior to editing.

Edit Item in the Item Details

The following applies to new, released, published or unpublished items:

- Select the item(s) you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item details.
- Alternatively, an item can be opened by double-clicking on it.
- The item details of every item open up in a separate tab while the hit list remains open in its own tab. This allows you to easily switch between the various items and the hit list
- Now make the necessary changes to the item.

- *Save* the item after you have made all necessary changes. Validate, release and publish the item.

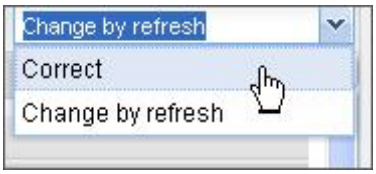
Edit option

Edit a Released Item

- Select the item(s) you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item details
- Now make the changes to the item(s).
- An already released item, which has been modified, will be automatically set to status *Pending Release*. The item must then be released again manually by the user. See section 'Release Items'.

Edit a Published Item

- Select the item(s) you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item details
- If the item has the processing status *Published*, the default mode for the edit form is the *Change* mode. You can switch the edit form between C*hange* mode and C*orrection* mode in the editor.



Change mode option

- ***Correct*** is intended to fix erroneous data whereas ***Change by refresh*** is intended as a modification of actual values.
- Now make the required changes.
- Once you have made your changes, save them by clicking the *Save* icon.
- The data is checked and a log is created. Item data with errors is saved.
- The processing status changes depending on the initial status of the item before it was edited.
- Published items have the trade item status *Changed* or *Corrected* depending on the editing mode you used.
- The publication status is not changed. An already published item, which has been modified, will automatically be set to Pending Release. The item has to be released again manually by the user. See section 'Release Items'.
- A validation report is displayed in the *Report* section of the item details area.

Import and Export Items

The application allows you to carry out mass uploads and downloads of trade item data using Excel files. You can download item data, change it and then upload the data again. This is especially recommended for mass-updates. You can also download an Excel template that you can use to create new item data. The system supports both Excel 97/2003 (xls) and Excel 2007 (xlsx) formats.
The data can be released during the upload process. The file can contain single items or hierarchies.

Download your Data in Excel

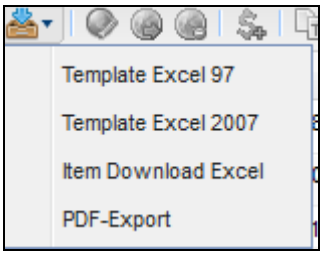
To export item data, proceed as follows:

- First, select the item(s) from the hit list.
- Click the *Download* option in the hit list function bar.

Download function

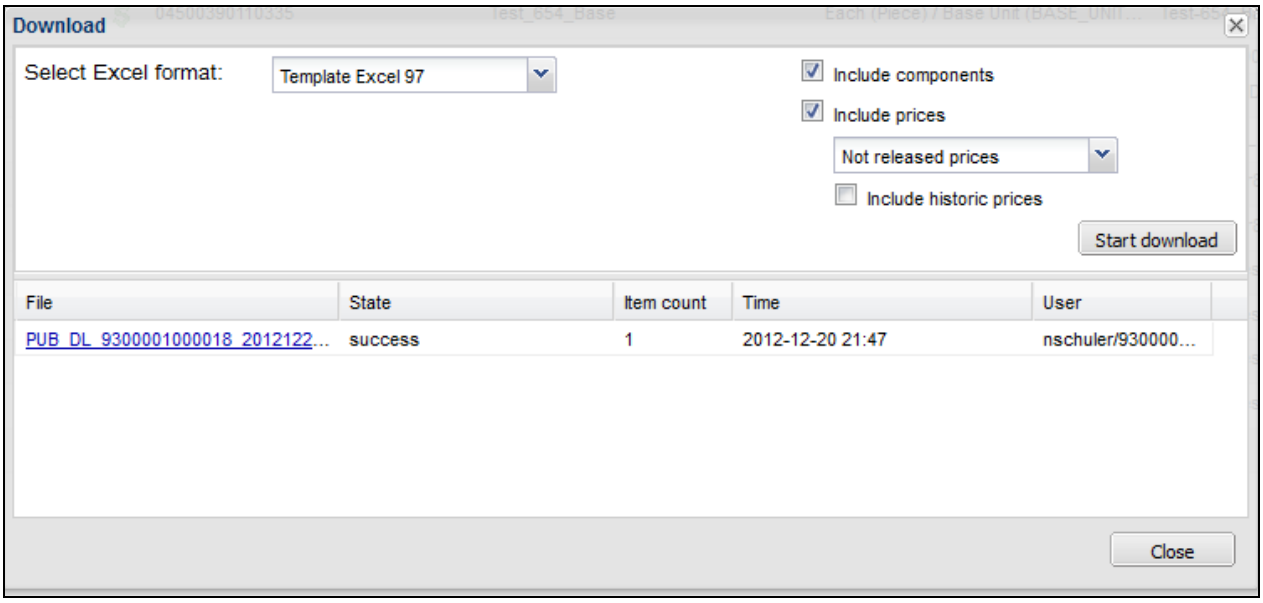
The download menu offers you four different options.

- Download an empty Excel template (xls format)
- Download an empty Excel template (xlsx format)
- Download item data in Excel
- Download item data as Pdf



Download options

To download items in Excel select “Item download in Excel”. For details on templates see the relevant chapter.
The download dialogue now opens which allows you to select the required export format – either Excel 97/2003 (xls) or Excel 2007 (xlsx) file. Please note that the appearance of the dialogue may differ depending on which browser you use.



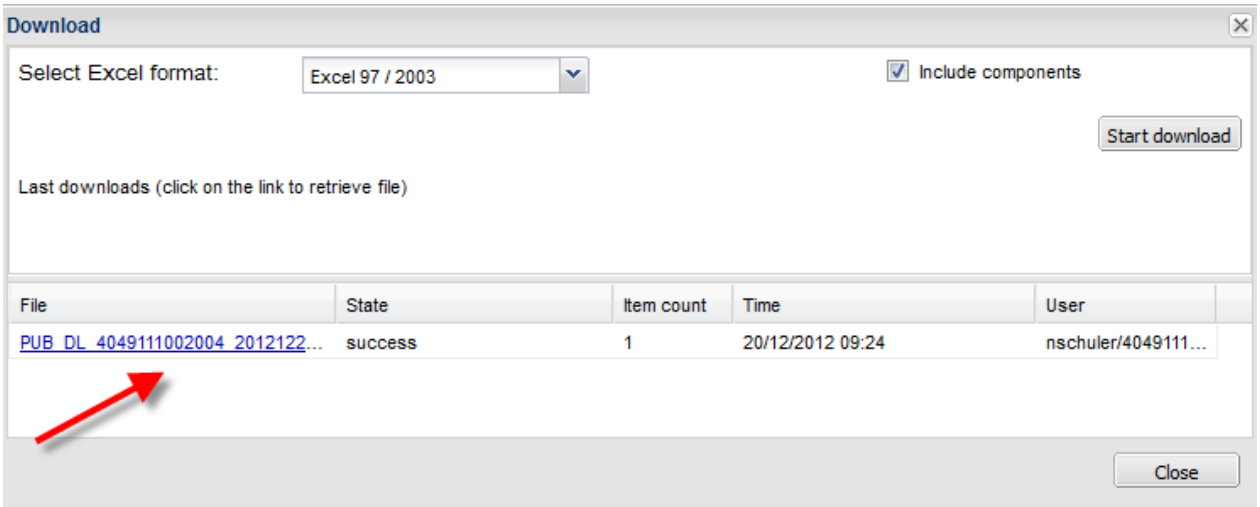
Download dialog

- Specify whether you wish to export just the selected item or its components as well.
- Specify whether you wish to export the prices. If so, you can also decide if you wish to include the historical price items in the export as well as released prices. Please note that the option "not released prices" may also include working versions.
- Then click the option *Start download*.
- The excel file will appear in the *Last download* area at the bottom. When the Column *State* shows 'Initialized' the file is still in progress. Depending on the number of selected items, it may take some time to process the Excel file. The download is prepared in the background. You can close the download window and continue with other tasks. If you open the download menu later you will notice that the Excel file has been created and has now the status "success" and can now be downloaded by clicking on the file name.
- The Excel file contains all selected items and - depending on the specifications you made previously - may also contain the corresponding components and all price items linked with the items and their components, including historical price items.

Due to the size restrictions (no more than 65536 lines are allowed) of Excel 97 we do not recommend using this format for mass exports. If you wish to export a large number of items, please use Excel 2007.

Download History (Last Downloads)

The bottom part of the Download dialog displays a list of the last downloads to be carried out. In addition to the file name and number of exported items, this area displays the time of the export and the user who triggered it as well as the amount of the items included in the download file. The *State* column tells you whether the export was successful.



The most recent download is always displayed at the top of the list. If the maximum number of entries for the list is reached, the oldest entry is removed.

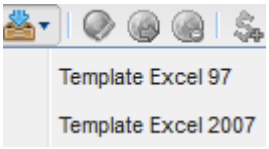
To download a copy of an Excel file generated during a previous download, proceed as follows:

- Open the *Download* dialog.
- Click the required file name in the download history.
- A dialog box opens; it allows you to either open the file or save it to your computer. Please note that this dialogue may differ depending on your browser settings.

Download Excel Template

You can also download an empty Excel file which you can then use as a template for creating new items.

To export an empty Excel file, click on the download option and select the file format you wish to have the template (xls- Excel 97/2003 or xlsx -Excel 2007).



Download Excel Template option

- A window opens which allows you to choose a download location for the export file here.
- The Excel file is created. Its structure is the same as the structure of an Excel export file, but this file is empty.
- The Excel template contains all attributes, both at Base Item and Packaging Item level.

Importing Items from an Excel File

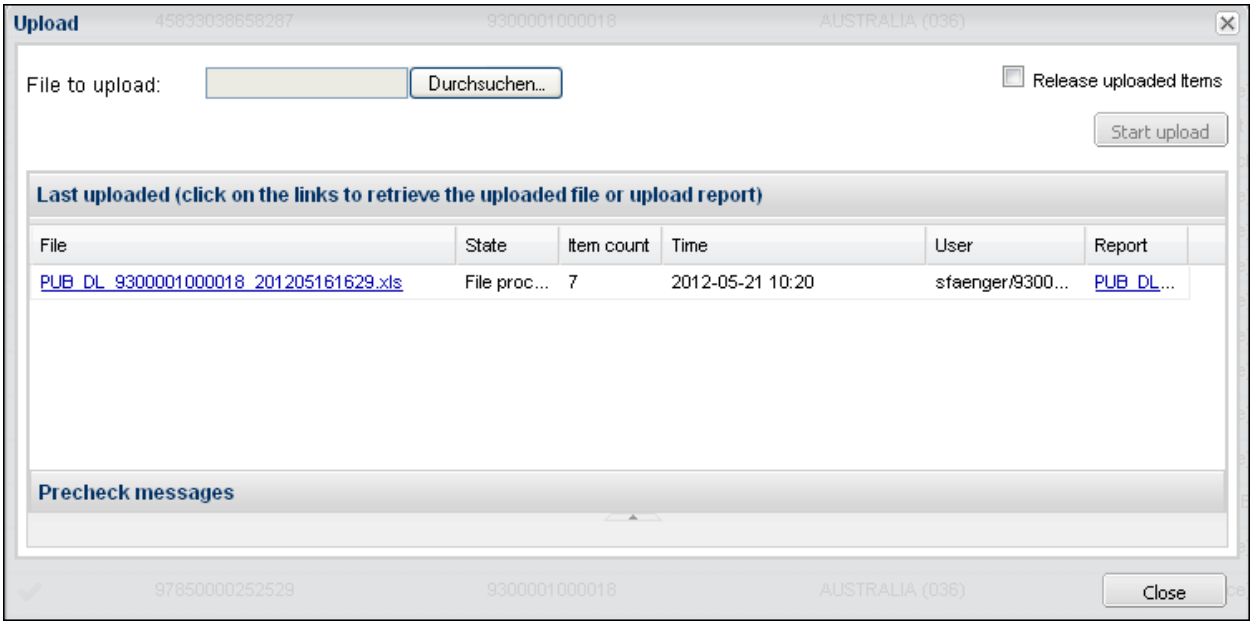
When entering data for the Excel upload, it is of crucial to have the correct format in the excel cells. Please see detailed information in chapter 'Restrictions and Format Regulations'. It is strongly recommended that you familiarise yourself with these rules before working with the Excel Interface.
Please note that the dialogue window can differ slightly depending on the browser used and its language settings.

To import items using an Excel file, proceed as follows:

- Click the *Upload* option in the hit list function bar.

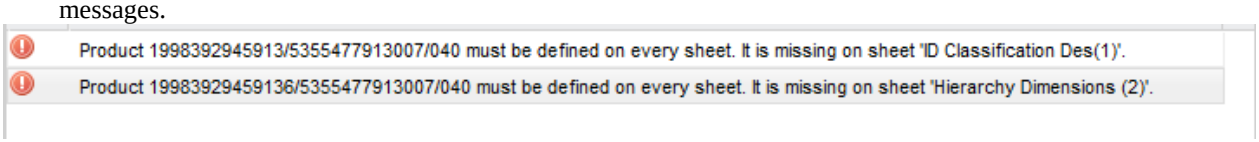
Upload option

- A dialog opens; you can select the prepared Excel file. To do so, click Choose file. This will open the browser.

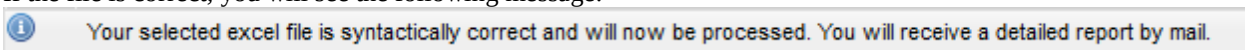


Upload dialog

- Specify whether you want the uploaded items to be released automatically following the import. To do so, activate the relevant checkbox.
- Click *Start upload*.
- Before importing the items into the system, the system carries out a *preliminary check* to make sure that the format of the Excel file is correct.
- Any errors in the file - such as wrong file format or incorrect format for data- will be listed under pre-check messages.


Product 1998392945913/5355477913007/040 must be defined on every sheet. It is missing on sheet 'ID Classification Des(1)'.
Product 19983929459136/5355477913007/040 must be defined on every sheet. It is missing on sheet 'Hierarchy Dimensions (2)'.

If the file is correct, you will see the following message:



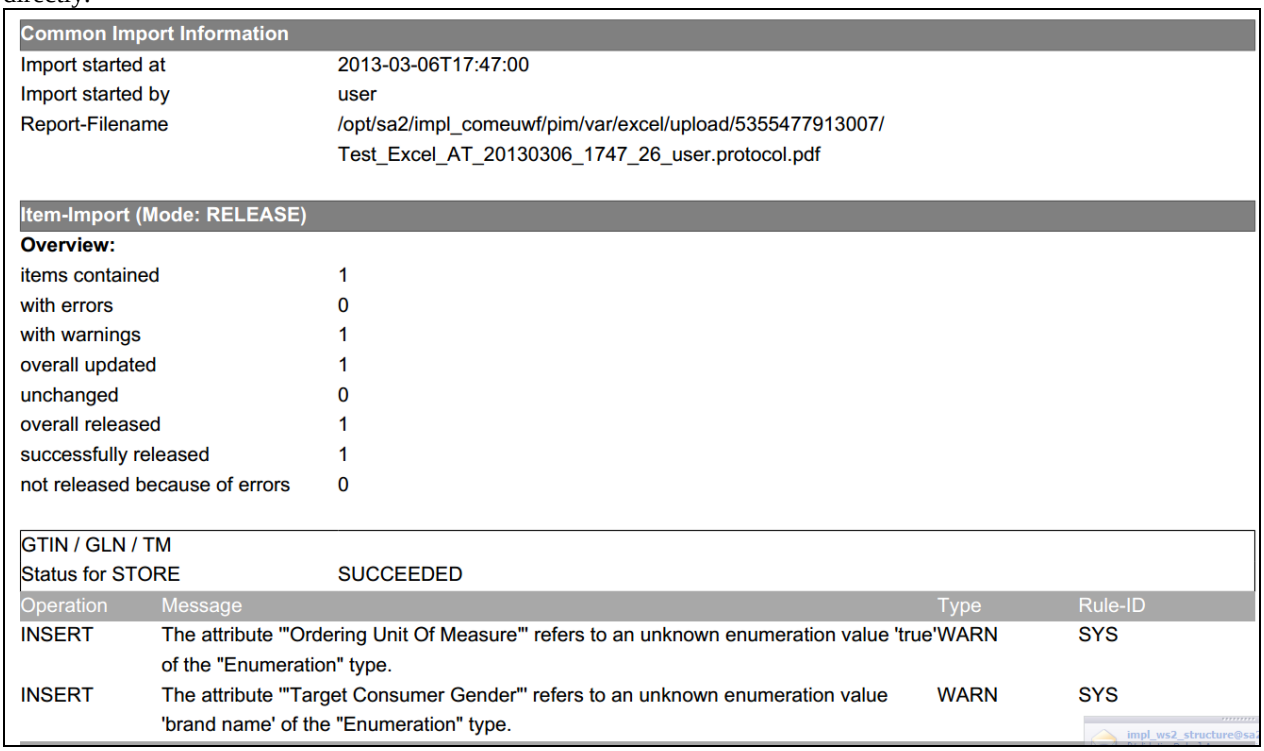
A number of pre-checks are performed upon upload that check:

- whether the primary keys are included on each sheet
- whether the item is included on each sheet
- whether each attribute is defined only once in the document
- whether attributes unknown to the system are included in the file
- whether all required attributes are filled
- whether there are major hierarchy consistency violations

Upload report

Following the import, a report is generated.

To access the upload report, please click on the link in the column report and you will be able to open or save the report directly.



Common Import Information	
Import started at	2013-03-06T17:47:00
Import started by	user
Report-Filename	/opt/sa2/impl_comeuwf/pim/var/excel/upload/5355477913007/ Test_Excel_AT_20130306_1747_26_user.protocol.pdf

Item-Import (Mode: RELEASE)	
Overview:	
items contained	1
with errors	0
with warnings	1
overall updated	1
unchanged	0
overall released	1
successfully released	1
not released because of errors	0

GTIN / GLN / TM			
Status for STORE	SUCCEEDED		
Operation	Message	Type	Rule-ID
INSERT	The attribute '"Ordering Unit Of Measure"' refers to an unknown enumeration value 'true' of the "Enumeration" type.	WARN	SYS
INSERT	The attribute '"Target Consumer Gender"' refers to an unknown enumeration value 'brand name' of the "Enumeration" type.	WARN	SYS

The top part of the report lists the general data for the upload such as when it was started and the file name.
The second part lists details about the item, i.e. whether it was stored, released and lists the exact number of items contained in the file, the number of items that were updated with the upload or if errors and/or warnings occurred.
The last part of the report gives more detailed information about possible errors and/or warnings and indicates whether the trade item was stored in the system. The column *Type* indicates whether there is an error or a warning. Please refer to the error message for possible steps that need to be taken to correct your data.

Upload History (Last uploaded)

The bottom part of the *Upload* dialog shows the uploaded Excel files and corresponding upload reports for the last imports as links in a list. In addition to the file name and number of imported items for each upload, the import time and user who triggered the import are displayed. The *State* column tells you whether the import was successful.
The most recently imported file is always displayed at the top of the list. If the maximum number of entries for the list is reached, the oldest entry is removed.

Restrictions and Format Regulations

It is crucial that any file uploaded to the application complies with certain format rules; otherwise they will not be processed. The application will always create Excel files which fully comply with these rules (e.g. Excel template and Excel download file).

Excel Versions

The following Microsoft Excel formats are supported:

- MS Excel 97 (XLS)
- MS Excel 2000 (XLS)
- MS Excel 2003 (XLS)

- MS Excel 2007 (XLSX)
- MS Excel 2010 (XLSX)

Rows and Columns

Excel 97/2003

- All excel file formats prior to 2007 have a maximum of 65536 rows and 256 columns (A to IV) that can be transmitted.

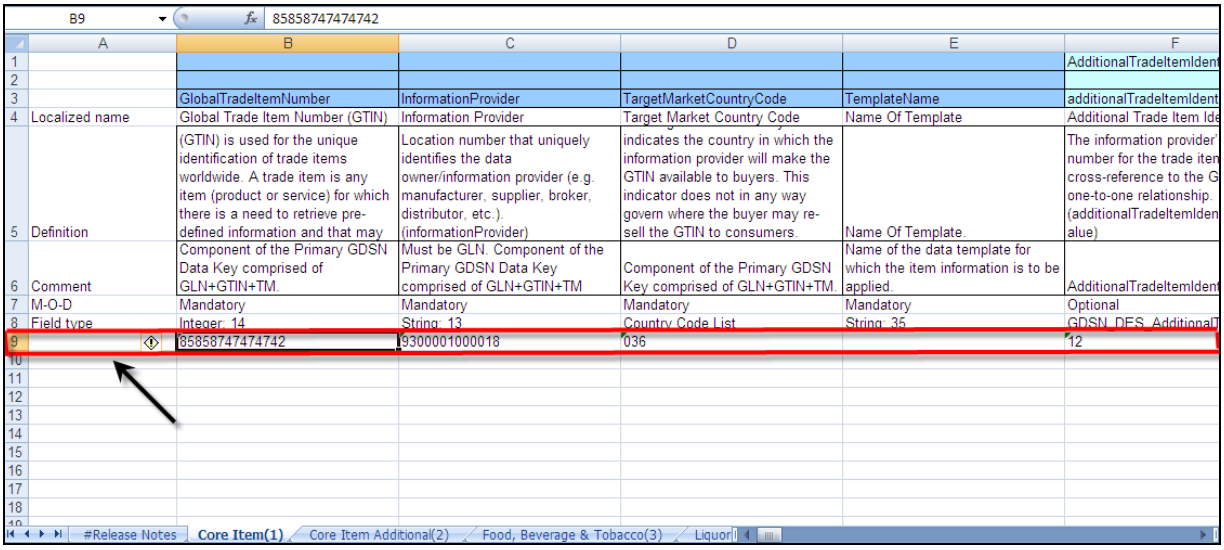
Excel 2007

- No restrictions regarding rows and columns.

Format

When entering data for upload it is of crucial importance to ensure the correct format is selected for the excel cells.
Please do **not** split or merge cells within the excel file.
Please use the format which is given in the excel template in the first row (only the first row is formatted correctly due to technical restrictions in Excel). You can copy the row to keep the correct formatting.

When exporting an excel file, all populated rows are formatted correctly as well. You can use this file as well to ensure an error free format.


B9
85858747474742
AdditionalTradeItemIdent
GlobalTradeItemNumber
InformationProvider
TargetMarketCountryCode
TemplateName
additionalTradeItemIdent
Localized name
Global Trade Item Number (GTIN)
Information Provider
Target Market Country Code
Name Of Template
Additional Trade Item Ide
Definition
(GTIN) is used for the unique identification of trade items worldwide. A trade item is any item (product or service) for which there is a need to retrieve pre-defined information and that may
Location number that uniquely identifies the data owner/information provider (e.g. manufacturer, supplier, broker, distributor, etc.). (informationProvider)
indicates the country in which the information provider will make the GTIN available to buyers. This indicator does not in any way govern where the buyer may re-sell the GTIN to consumers.
Name Of Template.
The information provider' number for the trade iten cross-reference to the G one-to-one relationship. (additionalTradeItemIden alue)
Comment
Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM.
Must be GLN. Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM
Component of the Primary GDSN Key comprised of GLN+GTIN+TM.
Name of the data template for which the item information is to be applied.
AdditionalTradeItemIdent
M-O-D
Mandatory
Mandatory
Mandatory
Mandatory
Optional
Field type
Integer; 14
String; 13
Country Code List
String; 35
GDSN_DES_AdditionalT
85858747474742
9300001000018
036
12
#Release Notes
Core Item(1)
Core Item Additional(2)
Food, Beverage & Tobacco(3)
Liquor

First or populated rows formatted correctly

Rules for upload file

Please **only** use the Excel master template to upload item data. Uploading data using another file will result in a failure of the upload process.

The following basic rules apply to all Excel files.

- The primary keys (GTIN, GLN, TargetMarket) must be repeated on EACH worksheet in columns B, C and D respectively.
- The values that are to be transmitted must be entered in row 9 and lower. There must be one row per GTIN. Due to size constraints in an empty template only row 9 is formatted correctly! Please make sure to format all following cells correctly. In an Excel download of data stored in the data pool only the rows containing values are formatted correctly for the same reason.
- The first column of the uploaded file must always remain empty. Any data entered in this column will interfere with the correct processing of the file.

- The uploaded values always overwrite the content already stored in the data pool. Transmitting an attribute with no value will result in the stored values being deleted from the data pool. A deletion of an attribute which was populated before means that the values in the new version in the data pool will be deleted
- Each extension is on a separate worksheet and named accordingly

Columns and/or worksheets that are not needed and do not contain mandatory or system and/or process relevant data can be deleted from the file. This also applies to the worksheets Components and – if applicable – Publishing. However, it is absolutely mandatory that the structure of the data remains intact. E.g. a value and corresponding unit of measure must both be transmitted together. Any change to the structure of the file will result in an error.

Structure of an Excel File

A worksheet carrying trade item data has 8 fixed rows containing attribute information.

	A	B	C	D	E
1					AdditionalTradeItemIdentification[0]
2					
3		GlobalTradeItemNumber	InformationProvider	TargetMarketCountryCode	additionalTradeItemIdentificationVal
4	Localized name	Global Trade Item Number (GTIN)	Information Provider	Target Market Country Code	Additional Trade Item Identification
5	Definition	(GTIN) is used for the unique identification of trade items worldwide. A trade item is any item (product or service) for which there is a need to retrieve pre-defined information and that may	Location number that uniquely identifies the data owner/information provider (e.g. manufacturer, supplier, broker, distributor, etc.). (informationProvider)	indicates the country in which the information provider will make the GTIN available to buyers. This indicator does not in any way govern where the buyer may re-sell the GTIN to consumers.	The information provider's internal number for the trade item, used to cross-reference to the GTIN in a one-to-one relationship. (additionalTradeItemIdentificationValue)
6	Comment	Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM.	Must be GLN. Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM	Component of the Primary GDSN Key comprised of GLN+GTIN+TM.	AdditionalTradeItemIdentification
7	M-O-D	Mandatory	Mandatory	Mandatory	Optional
8	Field type	Integer; 14	String; 13	Country Code List	GDSN_DES_AdditionalTradeItemId
9		04006381333689	9300001000018	554	

Do not make **any changes** to the data in the first eight rows.
The first three lines are color coded according to the cardinality of the respective attributes:
Mandatory attributes or attribute groups = blue

TargetMarketCountryCode	IsPackagingMarkedReturnable
Target Market Country Code	Is Packaging Marked Returnable

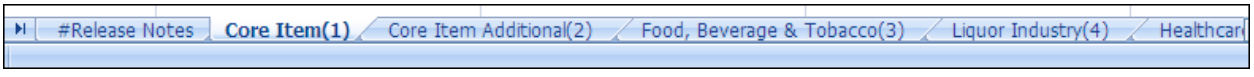
Optional attributes or attribute groups = green

AdditionalTradeItemIdentification[0]	AdditionalTradeItemIdentification[0]	AdditionalTradeItemIdentification[1]
additionalTradeItemIdentificationVal	additionalTradeItemIdentificationTyp	additionalTradeItemIdentificationVal

Dependent attributes or attribute groups = yellow

SuggestedRetailPriceEffectiveStart	SuggestedRetailPriceEffectiveStart

The Excel template and the Excel download files contain different kinds of sheets.



Worksheet 'Release Notes'
The Non-Content-Sheet will be used for Release-Notes or specifications on the use of the excel template. This sheet with the Release Notes is marked with a leading # character in the name. All sheets starting with a # character will be ignored during the import.

Trade Item Sheets
These sheets contain the actual trade item data. The data in the Excel file is organized in number of work sheets. The structure corresponds to the GUI.
A trade item is uniquely identified by the combination of the GDSN attributes GlobalTradeItemNumber, InformationProvider and TargetMarketCountryCode. These three attributes must be included and populated on every sheet. There is one row per item in the sheet.
.

Publishing sheet

Populating this sheet allows you to publish data via Excel upload. Please see Publish items via Excel Upload for details.

Types of Attributes

Repeatable attributes
To upload repetitions of an attribute, please copy the entire column for the attribute and enter the next highest number in the square brackets []. The default value is "[0]" for the attribute. To create a repetition, enter [1], [2] for the second repetition etc. The maximum number of repetitions is defined in the data structure. Please note that repetitions must always be transmitted together and in the correct order. Any change to the order of the repetitions or splitting them up in the Excel file will lead to an upload failure.

Example: Two repetitions of Trade Item Feature Code

TradeItemFeatureCode[0]	TradeItemFeatureCode[1]
tradeItemFeatureCode	tradeItemFeatureCode
Trade Item Feature Code	Trade Item Feature Code
A code depicting a distinctive functionality offered as a special attraction to the trade item for example built-in alarm clock. (tradeItemFeatureCode)	A code depicting a distinctive functionality offered as a special attraction to the trade item for example built-in alarm clock. (tradeItemFeatureCode)
Optional	Optional
String; 70	String; 70
AUTO_CHANNEL_SETUP	FLICKER_FREE

Multilingual attributes

There are two kinds of multilingual attributes.
Attributes with language code not transmitted separately: The language code must be transmitted in square brackets [] after the name of the attribute. There must be one column per language. The code must be entered in upper case letters.
Example: Language specific brand name in English and French

H	I
IngredientStatement[en]	IngredientStatement[fr]
Ingredient Statement	Ingredient Statement
Information on the constituent ingredient make up of the product specified as one string. (ingredientStatement)	Information on the constituent ingredient make up of the product specified as one string. (ingredientStatement)
Optional	Optional
String; 5000	String; 5000

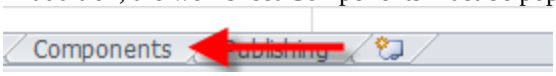
Attributes with a separately transmitted language code: The language code is transmitted in a separate column and must be entered as the value in row 9 and lower. The code must be entered in lower case letters.

Trading partner dependent values
It is necessary to copy the column of the attribute in question and add the GLN of the trading partner to the header. There must be one column per trading partner. The neutral value is entered in the column with no GLN specified.
Example: a neutral Start Availability Date and a TPD value

StartAvailabilityDateTime	StartAvailabilityDateTime[4049111006040]
Start Availability Date Time	Start Availability Date Time
The date from which the trade item becomes available from the supplier, including seasonal or temporary trade items. (startAvailabilityDateTime)	The date from which the trade item becomes available from the supplier, including seasonal or temporary trade items. (startAvailabilityDateTime)
These fields are optional, but if one field is invoked than "Publication Date","Effective Date"	These fields are optional, but if one field is invoked than "Publication Date","Effective Date" and "Start Availability Date Time"
Mandatory	Mandatory
Date Time	Date Time
2011118	20111215

Upload components

It is possible to add components via Excel Upload in one step.
To upload components please ensure the components are included in the Excel file as individual trade items, i.e. the primary key – GTIN, GLN and Target Market – are populated on each worksheet.
In addition, the worksheet Components must be populated.



The columns headed RelatedItem[0] need to be populated to indicate the hierarchy connection.

Related Item[0]	Related Item[0]
gtin	amount
GTIN of next lower item	Amount of next lower level items
-	-
-	-
Mandatory optional	Mandatory optional
String; 13	Number
19983929459136	2

For gtin enter the GTIN of the related item, i.e. the next lower level item. For amount enter the amount of times this item is contained in the next higher item of the hierarchy. Please ensure that the data is entered in the corect row.
To add more than one relation for the same item, copy the columns and adjust the number in the brackets, i.e. for a second related item Related Item [1] etc.

			Related Item[0]	Related Item[0]
GlobalTradeItemNumber	InformationProvider	TargetMarketCountryCode	gtin	amount
Global Trade Item Number (GTIN	Information Provider	Target Market Country Code	GTIN of next lower item	Amount of next lower level items
(GTIN) is used for the unique identification of trade items worldwide. A trade item is any item (product or service) for which there is a need to	identifies the data owner/information provider (e.g. manufacturer, supplier, broker, distributor, etc.). (informationProvider)	indicates the country in which the information provider will make the GTIN available to buyers. This indicator does not in any way govern where the	-	-
Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM.	Must be GLN. Component of the Primary GDSN Data Key comprised of GLN+GTIN+TM	Component of the Primary GDSN Key comprised of GLN+GTIN+TM.	-	-
Mandatory	Mandatory	Mandatory	Mandatory optional	Mandatory optional
Integer; 14	String; 13	Country Code List	String; 13	Number
19983929459136	5355477913007	040		
19983929459143	5355477913007	040	19983929459136	2

Once the data is uploaded, the system is updated with the new trade items and components.

Publish items via Excel Upload

It is possible to add, release and publish newly created items via Excel Upload in one step. To publish items, the worksheet Publishing must be populated.

The worksheet needs to have the primary keys – GTIN, GLN and Target Market – populated. They must be identical on all worksheets. In addition, the Action Code is mandatory for publication as well as the publication target. Please note that both the column Publish to Target market and the column Publish to GLN must be included in the file. Deleting one of the columns will lead to an error in the upload process.

Publish to Target Market

To publish to target market, enter the target market code in the column headed PublishToTargetMarket. Do not enter the name of the target market, only the three digit country code.

E	F
ActionCode	PublishToTargetMarket
-	-
-	-
-	-
Mandatory	Mandatory optional
String; 3	String; 3
ADD	040

Publish to GLN

To publish to a GLN enter the GLN in the column(s) PublishToGLN. To publish to more than one GLN, enter a different GLN each column with the header and the number in brackets. By default the publishing worksheet has three columns for publishing to GLN. If you wish to publish to more than three GLN copy the column and enter a higher number in the brackets, i.e. PublishToGLN[3] for a futher GLN, PublishToGLN[4] for the next one etc.

Note that the column PublishToTargetMarket must be empty.

E	F	G
ActionCode	PublishToTargetMarket	PublishToGLN[0]
-	-	-
-	-	-
-	-	-
Mandatory	Mandatory optional	Mandatory optional
String; 3	String; 3	String; 13
ADD		5355477913007

Release Items

General information
An item must have the **Released** state (*Released ready to Publish*) in order to be able to be finally published to the data pool and to the business partner(s) (see 'Publish items').
The release state indicates that the item data has been validated successfully and has reached a good quality state, i.e. mandatory data is complete, all data contents have the right format, and content interdependencies are observed and consistent throughout all hierarchies the item belongs to.
Before this minimum data quality has been achieved you are editing the **working version** of the item which is still more or less incomplete. This also applies to hierarchy inconsistencies. If an item is part of a component hierarchy it can only be released if all the contained (smaller) components are released already. All its relations to other items in this hierarchy are validated, as well, i.e. all items of every hierarchy the item is a part of are validated together.
Please note: Every hierarchy must contain at least one orderable unit. Often a base item is not an orderable unit. A packaging item needs to be added before releasing the hierarchy. A hierarchy without an orderable unit will not be sent out by the system.
Releasing can be done either from the hit list or the item editor.
The release state can be revoked from the hit list, which may have to be necessary for physical deletion of an item (see 'Revoke the Release of an Item').

Release Items from the Hit List

You can release one or more items from the hit list.

- First, select the item(s) from the hit list. Note, that selected non-related items may be released separately. If an error occurs that prevents releasing one of the items, the other items may still be released, if free of errors.
- Click the *Release* option in the hit list function bar.

Release option

- If the item(s) belong to a hierarchy (or hierarchies) the user can determine whether only the item or the entire hierarchy is to be released.
- Selecting *'**Release Hierarchy'*** will release all items in the related hierarchies; the related items do not need to be selected separately. If an error occurs in any of the items the entire hierarchy will not be released.
- Selecting *'**Release Single Item**'* will release only the items you have selected. Please note that the items of all relating hierarchies are validated together. An error in any of those items will also prevent releasing the single item. Additionally, the selected item will not be able to be released if there is a validation rule that prevents the release of individual items in a hierarchy.
- The data is validated to make sure that it is complete, correctly formatted, and consistent. Errors will be displayed in the validation report.
- If everything is correct, the most recent version of every selected item is released.
- The items are given the processing status *Released – Ready to publish*.
- If an item was already published and later changed, releasing it will change the status from Item update-pending release back to item published.

Please note the following:
We recommend saving base items first and releasing them in a later stage e.g. when the whole item hierarchy has been created and saved. According to the GDSN standard, at least one of the components or the item itself must be an orderable unit. Releasing solely the base item leads to an error as far as this item is not an orderable unit.

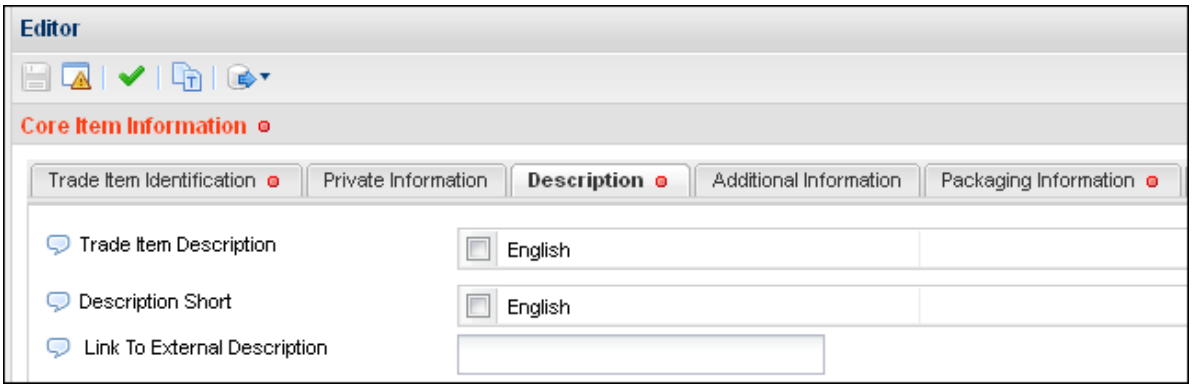
Release an Item from the Item Editor

You can release an item from the item editor.

- Select the item from the hit list
- Click the *Edit* option in the function bar or double click the item in the hit list

Edit option

- The item now opens in a separate tab.
- Click the *Release* option in the hit list function bar.



Release option

- Now select whether you wish to select only the item or the entire hierarchy.
- The item is released.

Revoke the Release of an Item

An item can be unreleased from the hit list or the item editor. Only items that are released but not published can be unreleased.

Undo option

To undo the release via the hit list, select the item(s) and click on the undo release button.
To undo the release from the item editor, choose the item and either click the edit button or double click the item. The item editor now opens.

You will be asked whether you really want to proceed. If an item was released but not published, it will receive the status "Draft new item" after the unrelease. If you wish to unrelease an item that is already published, you have to revoke the publication first (please see relevant chapter). Once the publication is revoked, it can be unreleased. The item will now receive the status Unpublished to all- Draft item.

Publish Items

General information
Item data must be published in order to be sent out to the *Source Data Pool*. Only from there it is available to the retailers, who have subscribed to this data.

To ensure quality, item data can only be published with status ***Released***. But for publication, data is validated again to make sure that it is consistent throughout the hierarchy, and that a publication is not done to non-permitted recipients.

Errors are shown in the *Validation Report* underneath of the hit list or item details, and must be corrected before publishing can finally take place.

An item successfully published receives the overall item state ***Item Published***. (Also see: 'Overall State, Release State and Publication State'). It is marked with the green world icon:

In general, an item should be published only once. For changes or corrections to be sent later on, the new working version needs just to be released, but not published again.

Publishing hierarchies
If an item is part of a **hierarchy**, the publication must be done on the highest packaging or hierarchy level that is relevant to the respective retailer. Publication will then include all lower item levels contained. If the highest hierarchy level deviates for different retailers, the publication must be done on all these levels, i.e. more than once (see 'Publishing an Item as Part of a Hierarchy').

Unpublish
A published item can be unpublished to stop data delivery to the data pool and the respective recipients (see 'Unpublish Items').

If unpublished to all, the item receives the overall item state ***Item Unpublished to all***, and is marked with the yellow world icon:

If the unpublished item is still part of another published hierarchy, it receives the overall item state ***Item unpublished to all – still sent***, and is it is marked with the yellow/grey world icon:

Select recipients

Publication can be done either from the hit list (see ‘Publish Items from Hit List’), or from the item editor (see ‘Publish an item from Item Details’).

Both approaches use the same **publication dialog** to either choose or add the retailer(s) or recipient(s) (see ‘Select Publication Targets’).

Item data can be published here to a list of chosen retailers. Of course, it can still be published to additional retailers afterwards.

A list of business partners (= possible recipients or publication targets) is defined for the supplier by administration and is then offered in the publication dialogue. This list could also have been accessed during item creation (see ‘Possible Item Recipients’), in order to activate possibly retailer-specific validations right at the beginning of data maintenance. Possible recipients could have been added or deactivated, and this selection can now even further be adjusted here.

Items can be published either directly from the hit list or the editor. Additionally, it is also possible to publish items via Excel upload. Please refer to Import and Export Items for details.

Publish Items from Hit List

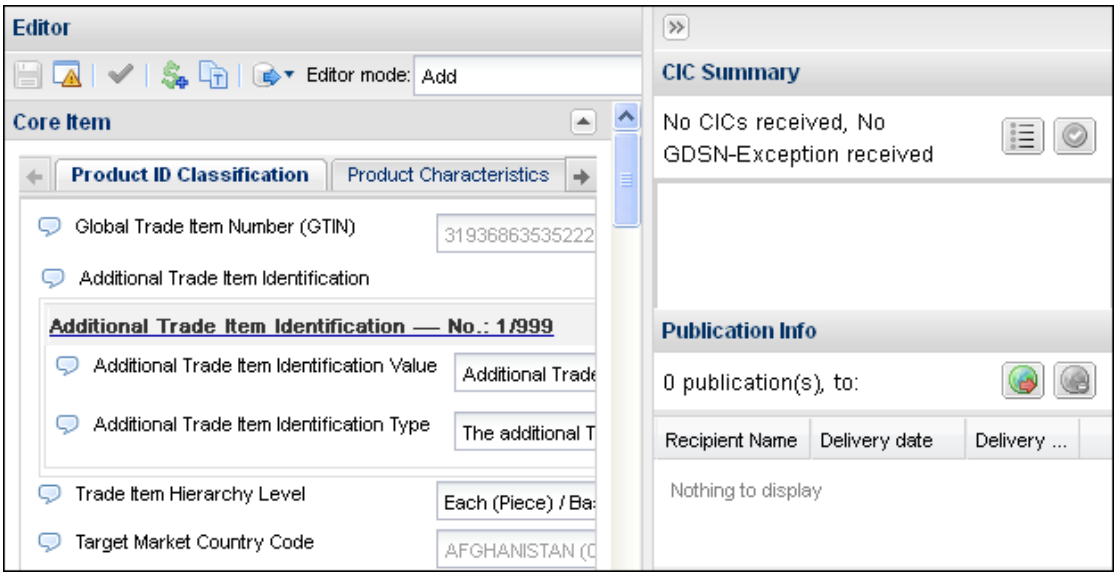
Select the items you want to publish in the item hit list and click the green *Publish* option in the hit list function bar.

Publish Option in the hit list function bar

This opens the publishing dialogue to choose or add publication target. See ‘Select Publication Targets’ for detailed instructions. Please note: Only items that are already can be published.

Publish an Item from Item Editor

Select the item from the hit list and open it by either double clicking on the entry or clicking the edit button.
Go to the *Publication Info* widget on the right hand side, and click the green *Publish* option.

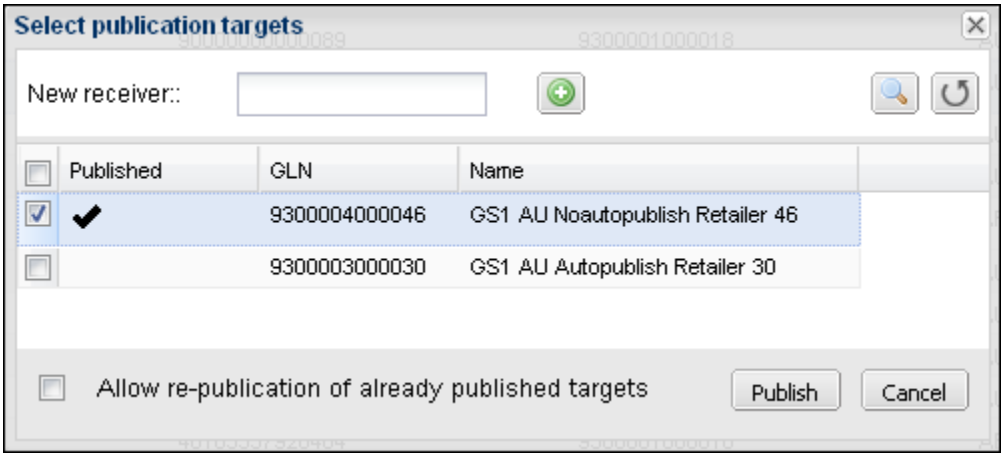


Item Details Editor with Publish Option to the right

This opens the publishing dialog *Select publication targets.* See 'Select Publication Targets' for detailed instructions.

Select Publication Targets

Clicking on *Publish* either in the hit list or item editor opens the publication dialog *Select Publication Targets*, where you either choose and/or add the recipient(s) of the item.
Publication targets can be added here for already published items:

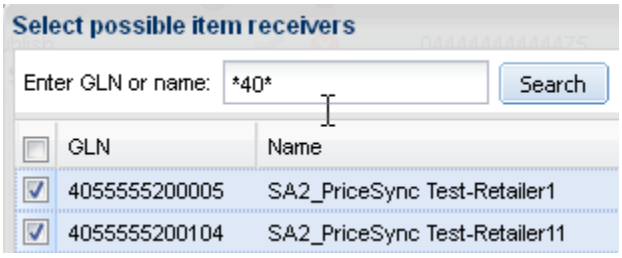


Selection list with retailers

In case there is a list of possible data recipients pre-defined for your user account at item creation (in order to activate retailer-specific validations) (see 'Assign possible Recipients'), this list is offered in the dialog:
Select the publication targets here by flagging the check boxes in front.

Clicking here will remove the selected targets. Recipients not in the list yet can be added or searched for. To add recipients not yet known to the application, enter the GLN's in the entry field New receiver and click Add. You can only add one GLN at a time. The GLN's will then be added to the list below.

- In order to select recipients from a long list of GLN use the Search button to open this list. You can change the sorting here, and navigate through this list using the options in the bottom line. We recommend restricting the list using a filter- or search criterion entered in the search field on top. Select the recipients by flagging the check boxes in front.



Search dialog for publication targets

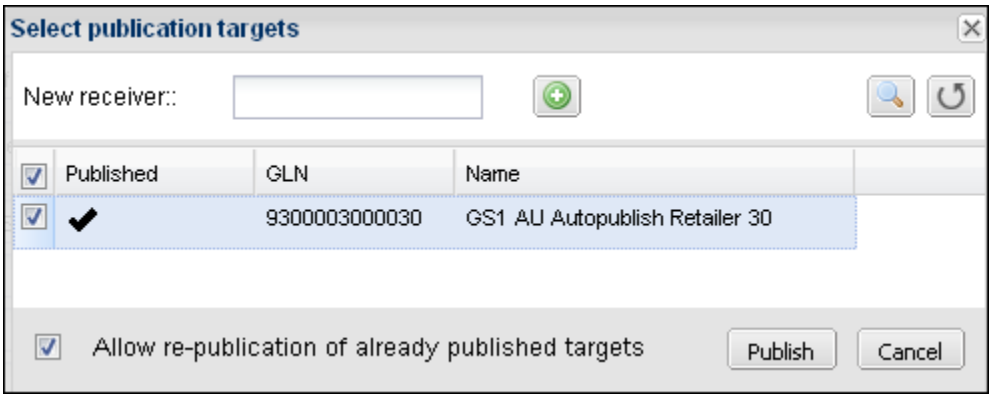
- Clicking *Reset selection* will remove all selections at once.
- Clicking *OK* closes the search list and adds the selected publication targets - already flagged - to the list in the previous dialog.

Back on the first page of the publication dialog you must now click the *Publish* button to initiate the publication process. If successful, the item receives the publication status *Item Published.*

Allow Re-Publication of already published Targets

Sometimes it is necessary to re-publish an item to the same recipient (publication target) once more regardless of whether the previous publication was successful or not. Publishing an item to another target is always possible, and has nothing to do with the respective option explained here.

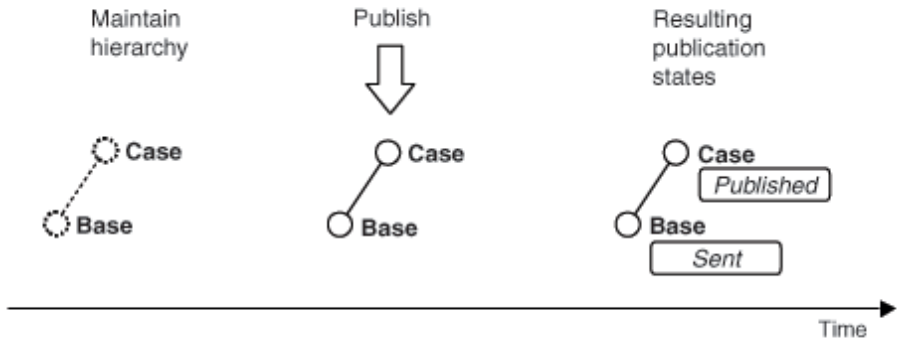
In order to enable re-publication to the same recipient, flag the checkbox Allow re-publication of already published targets in the dialog Select publication targets.
This flag will force the re-sending of item data to the Source Data Pool.



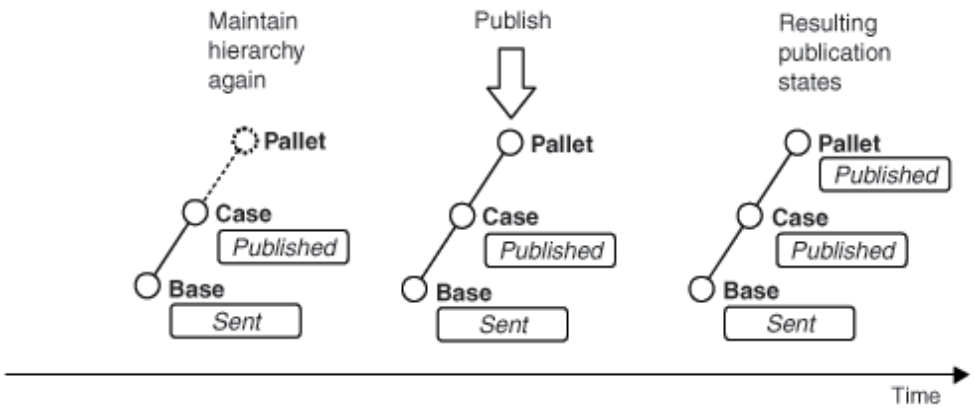
Publication Dialog

Publishing an Item as Part of a Hierarchy

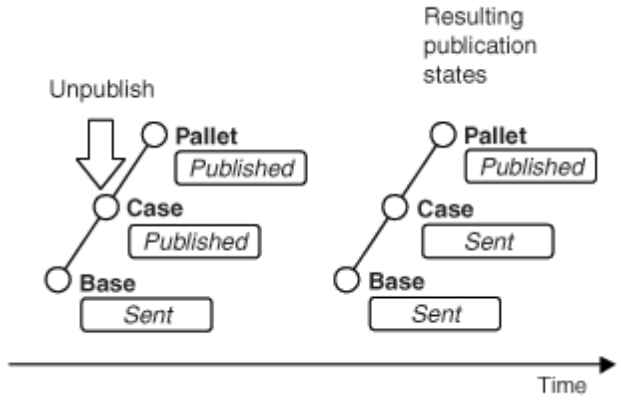
When a released item is part of a packaging hierarchy, it must not necessarily be published separately in order to be sent to the source data pool and from there to the retailers.
In most cases it is not published itself, but sent out as a part of the hierarchy. The examples below clarify the status changes applied to items which are part of a hierarchy in which an item is published or unpublished.



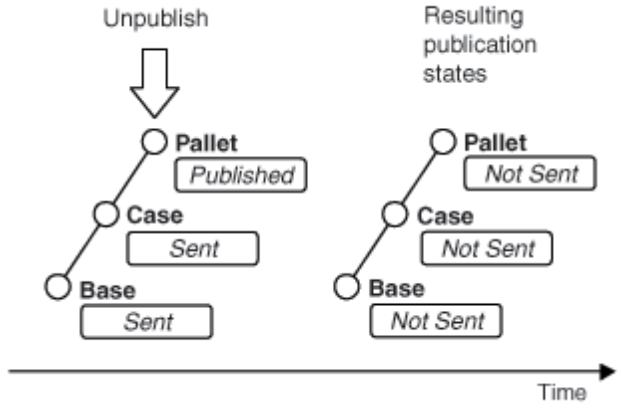
Editing and publishing of a simple hierarchy



Enhancement of subsequent publishing of the simple hierarchy



Revocation of publication of a part of the hierarchy



Revocation of publication of the entire hierarchy

Unpublish Items

If you want to revoke the publication of a published item - e.g. for a specific retailer - you can ‘unpublish’ it.

If an item has been unpublished to all, it receives the overall item state ‘Item Unpublished to all’.

You can unpublish items from the hit list or the item editor.
From the hit list:

- Select the required items from the hit list.
- Click the Unpublish option in the function bar.

Unpublish option

The Publication Info widget will then display the number and list of publications indicating the recipient GLN, the name, the publication date and the CIC status of every publication. From here you can revoke the publication of the item.

Click the Unpublish option in the Publication Info widget function bar to open a dialog box that lists all publication targets the item has been published to.

Publication Info widget

Unpublish option

Select all publication targets for which you wish to revoke the publication of the selected items. The list contains a list of the publication targets for all selected items. In the case of items that are selected but not published, this operation will simply be ignored.

Click *OK* to complete the operation. Click *Cancel* to return to the hit list without revoking the publication.

The previously selected publication targets for the items are removed from the corresponding recipient lists.

The items - which no longer have the status *Published* - are given the processing status *Released* again.

To unpublished items from the item editor, select the item from the hit list. Click on the edit button or double click the item in the hit list. The item editor now opens, where you can select the unpublish button. Proceed as described above.

Template List

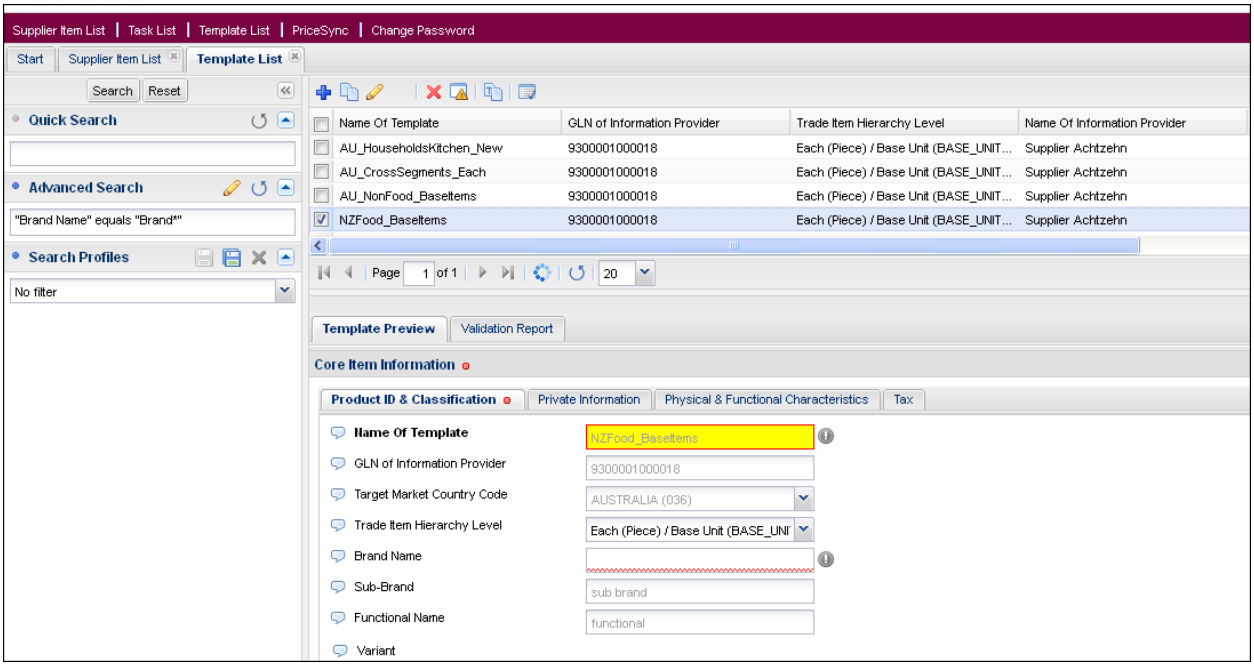
The Template List allows you to perform all functions related to template maintenance in one central area of the application. Templates can be very useful if your items have a lot of data in common. New items can be easily added using a template that contains predefined data that is already populated. The Template List has the same structure as the item hit list.
The following functions are available:

- Creating, copying and editing templates.
- A hit list displaying all templates with a template preview similar to the item hit list
- A validation report that validates the data filled in the template
- A Quick Search and an Advanced Search

Structure of the Template List

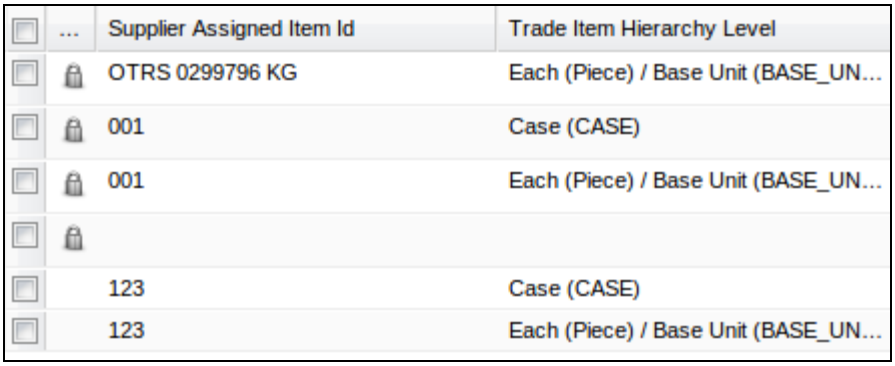
The structure of the Template List is divided into 3 Areas:

- The hit list, where all saved templates are displayed
- A search section, where the templates can be retrieved via a Quick and an Advanced search with the option of saving search profiles
- A preview of the data populated in the template, where validation errors are displayed and beside this a validation report field



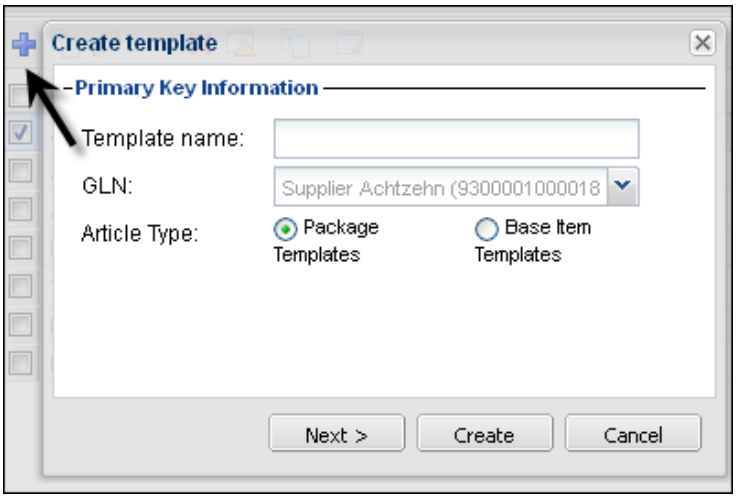
Template List

- Templates which are assigned to you by the community owner are marked with a lock symbol. Those templates can be used for new items, however the template itself cannot be altered.



Create Template

To add a new template, click the *Create* button

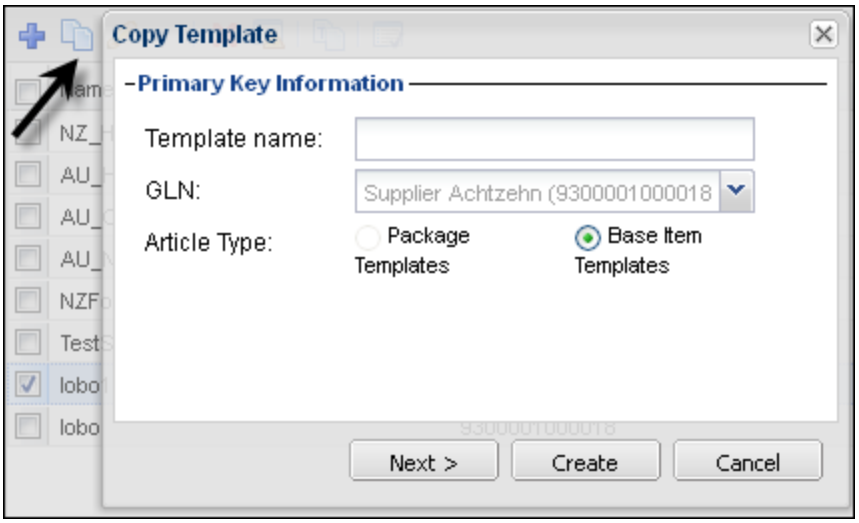


Create Template Dialog

- Indicate the template name
- The *Article Type* allows you to specify the nature of the item that the template will be used for. Similar to the creation of an item, indicate whether this is a template for packaging or for base items
- By clicking on *Create* the editor will open. When the template is saved for the first time, the data entered will be validated. Any further validation must be initiated manually.
- The template name must be populated in order to be able to save the template. All other missing data does not prevent the template from being saved. Stored templates are available for selection from the drop down menu; the user can correct the item data at a later stage.

Copying a Template

To copy a template, select a template in the hit list and click the *Copy* option in the function bar. Please note, that when highlighting more than one template, the *Copy* button is inactive.

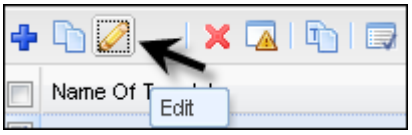


Copy Template Dialog

- The filled data in the copied template can now be modified in the Editor before saving the template.

Edit Template

Click the *Edit* option in the function bar to edit one or more templates.

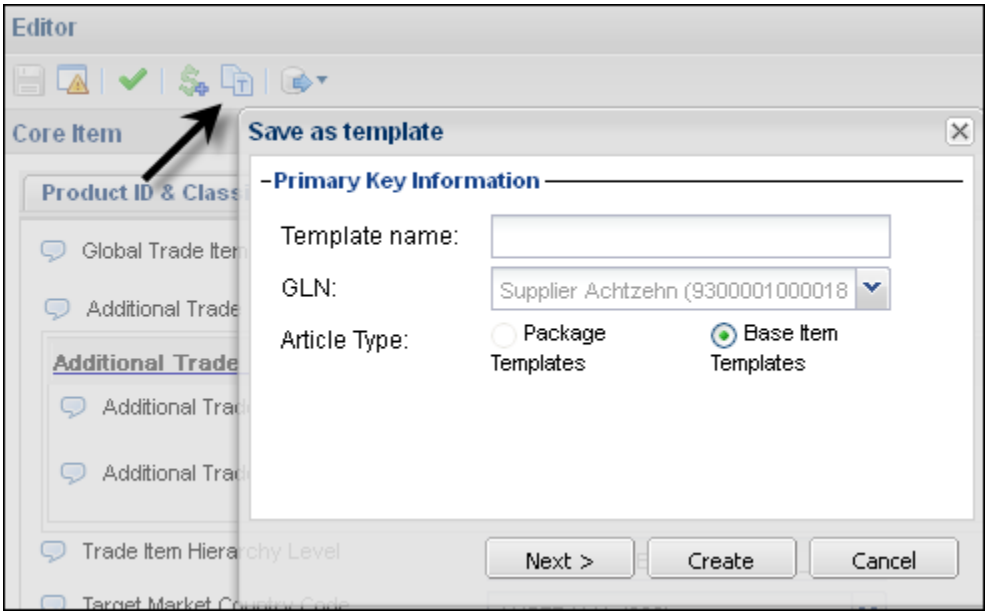


Edit Template

- Clicking the button directly leads to the Editor with the template.
- Edit the template and click save. The template will be validated automatically and an error report will be generated.

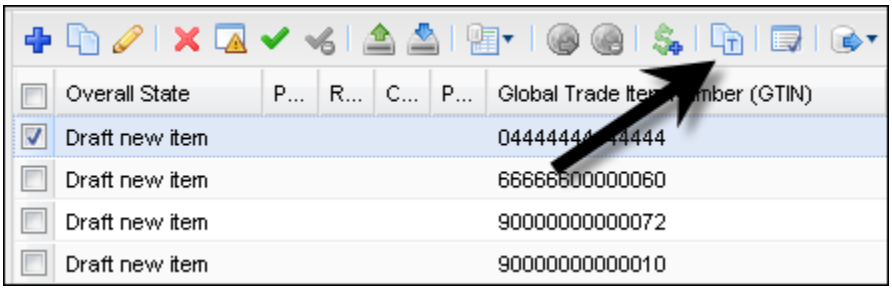
Save an existing item as a Template

There are two ways of saving an existing item as a Template.
If the item is already opened in the editor, simply click the Save as template button. The template creation dialogues now opens, enter a template name and chose the article type.



Save Template Dialog

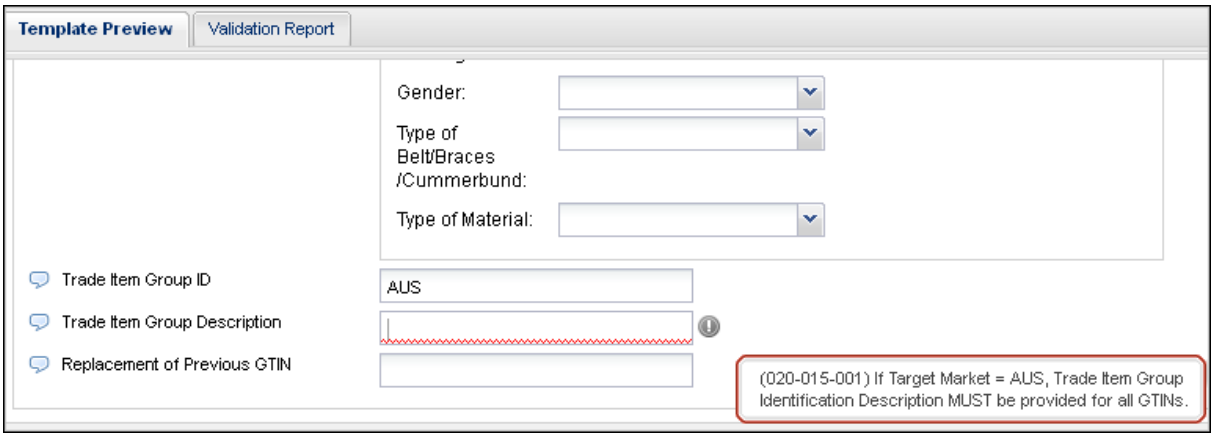
To save an item as template from the hit list flag the item and click the Save as template button in the function bar. Please note that only a single item can be saved as template at a time.



Save Template from hit list

Template Preview and Validation Report

The preview is meant to provide a quick overview and displays only a limited set of attributes. It is provided in a read-only mode. The data cannot be modified but validation errors are displayed.


Template Preview
Validation Report
Gender:
Type of Belt/Braces /Cummerbund:
Type of Material:
Trade Item Group ID
AUS
Trade Item Group Description
Replacement of Previous GTIN
(020-015-001) If Target Market = AUS, Trade Item Group Identification Description MUST be provided for all GTINs.

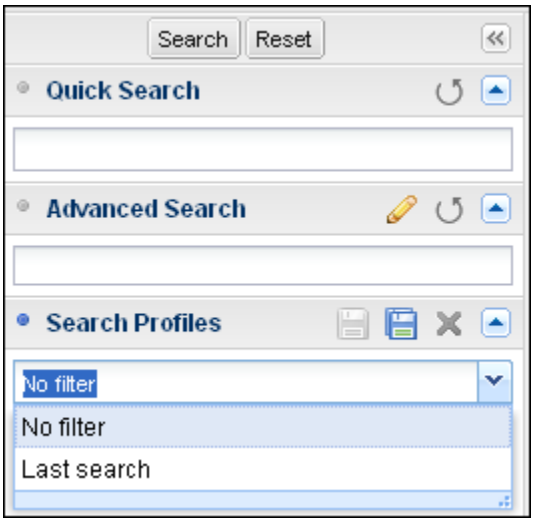
Preview with validation error in read-only mode

The Validation Report is displayed in a separate tab. The validation must be activated manually through the *'Validate'* button in the function bar. You can validate more than one template; the validation reports for all templates will be displayed together. The validation report is not saved. When clicking another item or another tab the report will disappear

Searching for and finding Templates

The search section of the 'Template List' is located in the widget on the left-hand side. A Quick Search and an Advanced Search is provided here to retrieve the templates. Searching and navigating with both search options is done the same way as the search works for items in the Supplier Item List. For details see section 'Find Items with the Quick Search function' and 'Find Items with the Advanced Search Function'.

A Search Profile can be saved. The Search profile works the same way as in the item list.

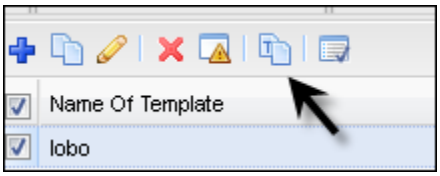


Search option widget

Create new Item from Template

The template list function bar provides a functionality to create an item directly from a template.

- Click the '*Create item from template*' button and the 'Create Item' dialog will open with the corresponding template selected.



Create item from template

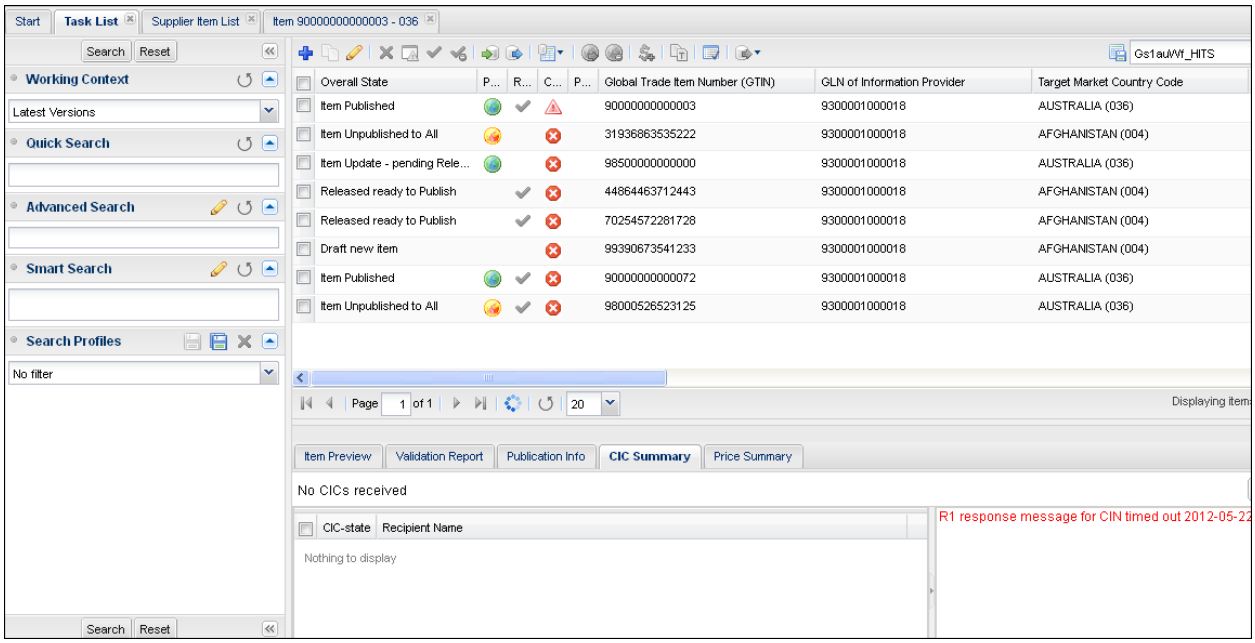
For further information on creating of an item from a template, please refer to 'Create Items using the Template Function'.

You can also create items from templates if you click on the Create button in the item list. Choose the template from the drop-down list. Templates assigned by the community owner are bold.

Task List

The Task List provides a separate area for managing incoming tasks via Catalogue Item Confirmations. Items with a To Do state as a result of CICs with state REVIEW or GDSNExceptions are listed here.

The handling of the Task List as well as the available functions is consistent with the Supplier Item List. The search section on the left-hand side and the function bar are identical. Please refer to the respective sections for further information.



Task List

Working on items with *To Do* status

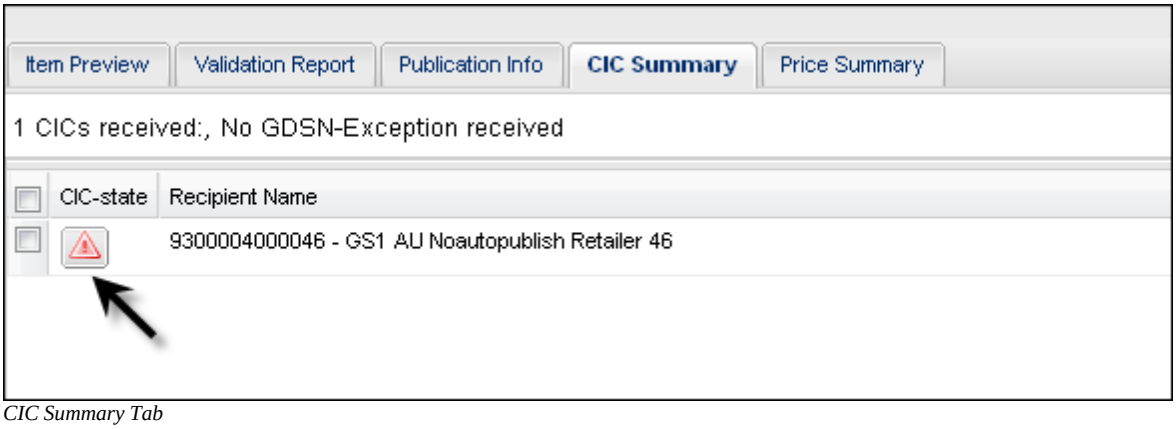
There are two different reasons why items appear in the Task List:

- A retailer's request for the review of a certain item. The feedback from the retailer will be handled through a *CIC Review* message which references an item and contains review details.
- A *GDSNException* sent by the source data pool is an immediate feedback if the publication failed.

The CIC Review is indicated with a sign. For more information on the *CatalogueItemConfirmation* in general and its status please refer to section 'CIC State'.

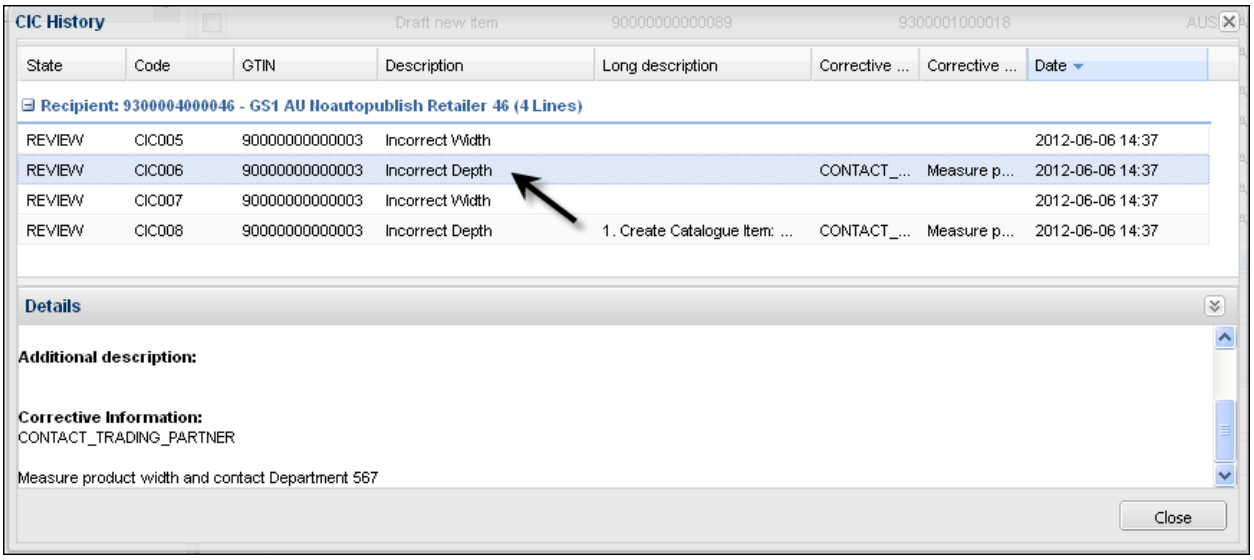
The GDSNException, displayed with a sign, is displayed in the *CIC Summary* tab as well. Please note that only items with either the To Do state CIC review or GDSNException are displayed here.

Further information on the nature of the data that needs to be reviesed can be viewed in the *CIC Summary* tab beneath the hit list.



CIC Summary Tab

When clicking on the Review sign a window opens, specifying the data that is not accepted by the recipient. Click on the icon to open the detailed error report. Please note that this information is provided by the data recipient.



CIC History with corrective information from the recipient

Select the item from the hit list and edit the affected data. Please see section ‘Edit Items’ for further details.

Close a To Do from Task List

The user can tick off the ‘CIC REVIEW’ entries and mark them as ‘*done’*. This action does not depend on the status of the item, the user can mark the Review as done whether he has edited the item or not. This option is provided by the *CIC Summary* widget.

The status ‘GDSN exception received’ is automatically reset as soon as messages have been sent again. As soon as either the CIC-status is marked as done or the item has been released again after the data was modified, it disappears from the task list.

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